

# Gujarat Elementary Education Rules, 2010

GUJARAT

India

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### Rule GUJARAT-ELEMENTARY-EDUCATION-RULES-2010 of 2010

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Gujarat Elementary Education Rules, 2010 Last Updated 8th November, 2019 Chapter - I  
Preliminary

#### 1. Short title, extent and commencement.

(1) These Rules may be called the Gujarat Elementary Education Rules, 2010. (2) These Rules shall come into force on such date as the State Government may notify in the official Gazette. (3) These Rules shall extend to the whole State of Gujarat.

#### 2. Definitions.

(1) In these rules, unless the context otherwise requires, - (a) "Act" means the Gujarat Elementary Education Act, 2010 (b) "Anganwadi" means an Anganwadi Centre established under the Integrated Child Development Scheme, and shall also include Balwadi, Balmandir and similar establishments imparting pre primary education. (c) "appointed date" means the date on which the Act comes into force, as notified in the Official Gazette. (d) "Chapter", "section" and "Schedule" means respectively Chapter, section of, and Schedule to, the Act. (e) "Government" means the Government of Gujarat. (f) "Pupil Cumulative Record" means record of the progress of the child based on comprehensive and continuous evaluation. (g) "school mapping" means planning school location to overcome social barriers and geographical distance. (2) All references to "forms" in these Rules shall be construed as references to forms set out in Appendix I hereto. (3) All other words and expressions used herein and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act. (4) In these rules, including the schedules, appendices and forms, the reference to President, Vice- President and Chief Officer of a Municipality shall in relation to a municipal corporation deemed to be a municipality under sub-section (2) of section 4 of the Bombay Provincial Municipal Corporation Act, 1949, be construed as a reference to the Mayor, Deputy Mayor and Commissioner, respectively, of such corporation and where the post of such Mayor,

Deputy Mayor of Commissioner is vacant, to such person, officer or authority as the State Government may specify in that behalf. Chapter - II Right of Child to Free and Compulsory Education

### **3.**

(1) Admission of pupils. - No Elementary School shall normally admit a child who has not completed 6th year of age on the date of admission. However if a child is desirous to be admitted on completion of 5 years of age he shall be admitted, provided he has completed 5 years of age as on 1st June of that year. (2) 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 through an affidavit of the age of the child by the parent or guardian. (3) Extended period for admission. - (i) Extended period of admission shall be six months from the date of commencement of the academic year of a school. (ii) 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 head of the school.

### **4. Special Training.**

(1) The School Management Committee/local authority shall identify 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 specified in section 28(1). (b) It shall be provided in classes held on the premises of the school, or any other suitable location. (c) It shall be provided by teachers working in the school, or by education volunteers specially appointed for the purpose. (d) The duration shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress. (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. (3) No school will withhold any child in any grade, but parents can ask their child to repeat a grade, if the child was not able to attend school regularly during the year or failed to achieve minimum level of learning.

### **5. Admission of children belonging to weaker section and disadvantaged group in unaided schools.**

(1) The children from weaker sections and disadvantaged groups will be children of those families that belong to Scheduled Castes, Scheduled tribes and the other backward castes for which the recognition of such special status by the state government by means of a certificate of any competent authority will be sufficient. Children belonging to economically weaker sections will be those whose families are listed in the Below Poverty Line (BPL) lists at that particular time. (2) The onus of admitting children of the specified categories to the extent of at least twenty- five percent of the

strength of a class (in class I or the pre-primary sections wherever existent) should be on the managements of the private unaided schools.(3)The Director will issue guidelines for such admission. (Annex-VI) Unaided Schools will be eligible to get reimbursement of fees only if they adhere to these guidelines.(4)Children admitted from these special categories whose fees will be reimbursed by the government will not be required to pay any kind of fees to the school management even if the actual school fees are higher than the reimbursed amount. The school management should be required to give receipts to the special category children indicating the amount paid by government to the school on their behalf, as fees.(5)(i)Expenditure on books, writing materials uniforms and transport to be incurred for these children will be borne the school management.(ii)Government will provide these children free text-books. Where the text books differ or are supplementary to the regular text books provided by government, the additional expenditure of providing such text books is to be borne by the school management.(iii)School uniforms are provided to disadvantaged children under various schemes of Government. If a child is not covered by any such scheme, the school management will provide uniforms wherever required.(iv)Where schools provide midday meals to children on payment basis, Government will reimburse cost for the special category children (whose regular fees are being reimbursed), to the extent of government expenditure per child in the Mid-day Meal Scheme. Where the unaided school does not have a scheme for mid day meals and children bring food from home or buy it in canteen, Department should encourage special category children to bring food from home and reimburse cost to parents on the same scale as mid day meal program.(v)All expenses other than the ones specified above are to be borne by the school management.(6)Special training for the special category children is to be undertaken by the school management to integrate them with other children. Teachers and the school management should be sensitized for the proper integration of these children through professionally conducted trainings.(7)Under no circumstances should the special category children be discriminated against regarding their access to infrastructure, co-curricular activities or in the behavior of teachers, management and/or students. A serious contravention of this rule may lead to the withdrawal of recognition.

## **6. Reimbursement of per-child expenditure by the State Government for the purposes of section 11(2).**

(1)The total annual recurring expenditure incurred by the State 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 the State 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 clause (ii) of sub-section (18) of section 2 and the children enrolled in such schools shall not be included.(2)Every school referred to in clauses (iii) and (iv) of sub-section (18) of section 2 shall maintain a separate bank account in respect of the amount received by it as reimbursement under subsection (2) of section 11.

## **7. Leaving/Transfer certificate.**

- Children leaving the school shall be provided forthwith School Leaving/Transfer Certificate by the Head Teacher/Master of the School.

## **8. Penal Action.**

- Any complaint received in contravention of section 12 (1) of the Act, the Director shall make necessary inquiry and if there is substance in the complaint, he shall issue a notice to the concerned school management. After giving an opportunity to the school management to make written and oral representation, he shall pass an appropriate order within 60 days, as per the provision of section 12(2) of the Act. Chapter - III Duties of State Government, Local Authority

## **9. Recognition of schools.**

(1) Every school, other than a school established, owned or controlled by the State Government or Local Authority, established before the commencement of this Act shall make a self declaration within a period of three months of the commencement of the Act, in Form No.1 to the concerned District Education Officer or District Elementary Education Officer regarding its compliance or otherwise with the norms and standards prescribed in the Schedule, and other conditions as follows: (a) the school is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or as a public trust, or under any law for the time being in force. (b) the school conforms to the values enshrined in the Constitution. (c) the school buildings or other structures or the grounds are used only for the purposes of education and skill development. (d) the school is open to inspection by any officer authorized by the State Government/Local Authority. (e) the school furnishes such reports and information as may be required by the Director of Elementary Education/District Education Officer/District Elementary Education Officer 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. (2) Every self declaration received in Form 1 shall be placed by the District Education Officer/District Elementary Education Officer in public domain within fifteen days of its receipt. (3) An independent body formed by District Education Officer/District Elementary Education Officer consisting of 3-5 people including educationists, retired awardee teachers and retired class I government officials like principals, lecturers and others shall conduct on-site inspection of such schools within three months of receipt of the self declaration form and submit their report to District Education Officer/District Elementary Education Officer indicating whether the school fulfils the norms for recognition. For every 30-40 schools, one committee is to be constituted. (4) After the inspection referred to in sub-Rule (3) is carried out, the inspection report shall be placed by the District Education Officer or District Elementary Education Officer in public domain (State education department website) and schools found to be conforming to the norms, standards and the conditions shall be granted recognition by the District Education Officer or District Elementary Education Officer in Form No.2 within a period of 30 days from the date of inspection. (5) School that do not conform to the norms, standards and conditions mentioned in sub rule (1) shall be listed by the District Education Officer or District Elementary Education Officer

through a public order to this effect, and any time within the next two and a half years, such schools may request the District Education Officer or District Elementary Education Officer for an on-site inspection for grant of recognition. 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. Every school, other than a school established, owned or controlled by the State Government or local authority established after the commencement of this Act shall conform to the norms and standards and conditions mentioned in sub rule (1) in order to qualify for recognition.

## **10. Withdrawal of recognition to schools.**

(1) Where the District Education Officer or District Elementary Education Officer on his own motion or on any representation received from any person, has reason to believe, to be recorded in writing, that a school recognized under rule 9, has violated one or more of the conditions for grant of recognition or has failed to fulfill the norms and 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 or District Elementary Education Officer 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/District Elementary Education Officer. (c) The District Education Officer or District Elementary Education Officer shall forward the Report of the Committee, along with his comments, to the Director of Elementary Education. (2) The Director of Elementary Education shall, on the basis of the recommendations referred to in clause (c) of sub-rule (1) convey its decision to the District Education Officer or District Elementary Education Officer. (3) The District Education Officer or District Elementary Education Officer shall, on the basis of the decision of the Director of Elementary Education, pass an order canceling the recognition granted to the school. The order of de-recognition shall be operative from the immediately succeeding academic year and shall specify the neighborhood schools to which the children of the derecognized schools shall be admitted.

## **11. Norms and Standards for School.**

(1) There should be adequate space in every class room for students and teachers for conducting class room activities comfortably. (2) Every new School should have adequate facilities for playground. For existing schools where it is not possible to have playground of the required area in the school premises, it should be within walking distance of the school. However Government may specify separate norms for urban/rural areas from time to time. (3) The state shall endeavor to provide hot cooked meals through centralized facilities. The State shall encourage association of reputed NGOs for management of Mid-day Meal Programme. However schools should provide adequate space for cooking, storage of commodities and serving where the centralized system is not made available. (4) There should be adequate, satisfactory sanitary arrangements for boys and girls, and teachers. (5) Provision should be made for safe and adequate drinking water facility. (6) Each school should provide barrier-free access specially suited for Children with Special

Needs.(7)Premises should be healthy, well lighted and ventilated, with provision for the safety of pupils. Boundary walls or fencing should be provided.(8)Adequate library facilities (with story books, subject books, newspapers and magazines) to be provided.(9)Furniture and teaching learning material including computers (for classes 6 to 8) should be provided to each class as per requirements. The provision of computers as learning aids in the upper primary sections is compulsory. Playing equipment should be provided to each class as required.(10)Children are to be admitted to the appropriate class based on their age and remedial education provisions are to be made by the concerned school management to ensure the implementation of this provision of the Act. • There may be cases where existing recognized schools are not able to fulfill norms regarding infrastructure due to physical limitations, and relaxation may have to be given to such schools to protect the education rights of children. However, such relaxation may be given only to schools achieving a certain level of learning out-comes, the process of determining which is given as an Annex-I. The power to allow relaxation of the norms and standards will lie with the Director of Elementary Education. • In a situation where a school is not able to meet the minimum norms specified in the Act and rules in the time limit given for the purpose, the Government may take over the school or handover the running of the school to another management.The Self Declaration-cum-application for grant of recognition of schools is attached as an Annex-II.

## **12. Maintaining Pupil-Teacher Ratio in each school.**

(1)Sanctioned strength of teachers in a school established, owned or control by the State Government or local authority shall be notified by the State Government or the local authority, as the case may be, within a period of three months of the commencement of the academic year.Provided that the State Government or the local authority, as the case may be, shall, within three months of such Notification, redeploy teachers of schools having a strength in excess of the sanctioned strength prior to the Notification referred to in sub-Rule (1).(2)If any official of the State Government or the local authority violates the provisions of subsection (2) of section 24, he or she shall be personally liable for disciplinary action.

## **13. Minimum Qualifications for Appointment and Terms and Condition of Vidhyasahayaks or Teachers.**

- The minimum qualifications laid down by the academic authority shall be applicable for every school referred to in sub-section (18) of section 2.

## **14. Relaxation of minimum qualifications.**

(1)The State Government shall estimate the teacher requirement as per the norms in the Schedule for all schools referred to in sub-section (18) of section 2 within the State, within six months from the commencement of the Act.(2)If the State does not have adequate institutions offering courses or training in teacher education, or persons possessing minimum qualifications as laid down under Rule 15 are not available in sufficient numbers in relation to the requirement of teachers estimated the State Government shall request, within one year of the commencement of the Act, the Central

Government for relaxation of the prescribed minimum qualification.(3)After six months after the commencement of the Act, no appointment of teacher for any school can be made in respect of any person not possessing the minimum qualifications prescribed by the academic authority notified under sub-section (1) of Section 22.(4)A person appointed as a teacher within six months of the commencement of the Act, must possess at least the academic qualifications not lower than higher secondary school certificate or equivalent.

## **15. Acquiring minimum qualifications.**

(1)The State Government shall provide adequate teacher education facilities to ensure that all teachers in schools referred to in clauses (i) and (iii) of sub-section (18) of section 2, who do not possess the minimum qualifications laid down under Rule 13 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 clause (ii) and (iv) of sub-section (18) of section 2, who does not possess the minimum qualifications laid down under Rule 13 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.

## **16. Salary and allowances and conditions of service of Vidhyasahayaks or teachers.**

(1)The State Government shall notify terms and conditions of service and salary and allowances of teachers and Vidyasahayaks of schools established owned or controlled by the State Government or local authority 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 constituted under section 20.(b)Provisions enabling long term stake of teachers and Vidyasahayaks in the teaching profession

## **17. Opening of new Elementary Schools or take over a private school.**

(1)A district or municipal education committee with the previous sanction of the Director or an officer authorized by him in this behalf, shall, wherever necessary, open a new elementary school or take over a private school or incur additional expenditure on Elementary School maintained by it.(2)Areas or limits.(i)The areas or limits of neighbourhood within which a school has to be established by the State Government shall be as under -(a)In respect of children in classes I - VIII, a school shall be established within a walking distance of one km of the neighbourhood.(ii)In areas 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).(iii)For children from small hamlets, as identified by the State Government/Local Authority, where no school exists within the area or limits of neighbourhood specified under sub-Rule (1) above, the State Government/Local Authority shall make adequate arrangements, such as

free transportation, residential facilities and other facilities, for providing elementary education in a school, in relaxation of the limits specified under sub-Rule (1).(iv)In areas with high population density, the State Government/local authority may consider establishment of more than one neighbourhood school, having regard to the number of children in the age group of 6-14 years in such areas.(v)The Local Authority shall identify the neighbourhood school(s) where children can be admitted and make such information public for each habitation within its jurisdiction.(vi)In respect of children with disabilities which prevent them from accessing the school the State Government/Local Authority will endeavour to make appropriate and safe transportation arrangements for them to attend school and complete elementary education.(vii)The State Government/Local Authority shall ensure that access of children to the school is not hindered on account of social and cultural factors.

## **18. Duties of State Government and Local Authority.**

- (i) A child attending a school of the State Government or local authority referred to in clause(i)of sub-section (18) of section 2, a child attending a school referred to in clause (ii) of subsection (18) of section 2 in pursuance of clause (b) of sub section (1) of section 11, and a child attending a school referred to in clause (iii) and (iv) of sub-section (18) of section 2 in pursuance of clause (c) of sub section (1) of section 11 shall be entitled to free text books, writing materials and uniforms.Provided that a child with disabilities shall also be provided free special learning and support material.Explanation.. - In respect of the child admitted in pursuance of clause (b) of sub-section (1) of section 11 and a child admitted in pursuance clause (c) of sub-section (1) of section 11, the responsibility of providing the free entitlement shall be of the school referred to in clause (ii) of sub-section (18) of section 2 and of clauses (iii) and (iv) of sub-section (18) of section 2, respectively.(ii)For the purpose of determining and for establishing neighbourhood schools, the State 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 and children referred to in section 4, within a period of one year from the appointed date, and every year thereafter.(iii)The State government/local authority shall ensure that no child is subjected to caste, class, religious or gender abuse in the school.(iv)For the purposes of clause (c) of section 7 and clause (c) of section 8, the State 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.

## **19. Maintenance of records of children by local authority.**

- (i) The Local Authority shall maintain a record of all children, in its jurisdiction, in such format as prescribed by the Director through a household survey, from their birth till they attain 14 years.(ii)The record, referred to in sub-Rule (i), shall be updated each year.(iii)The record, referred to in sub-Rule (i), shall be maintained preferably in electronic form and put in the public domain, and used for the purposes of clause (e) of section 8(iv)The record, referred to in sub-Rule (i) shall, in respect of every child, include(a)name, sex, date of birth, (Birth Certificate Number), place of



birth;(b)parents' / guardians' names, address, occupation;(c)pre-primary school/Anganwadi centre/Balwadi 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 within the meaning of subsection (5) of section 2 of the Act;(h)whether the child belongs to a disadvantaged group within the meaning of sub- section (4) of section 2 of the Act;(i)details of children requiring special facilities / residential facilities on account of migration and sparse population; age appropriate admission; disability.(v)The Local authority shall ensure that the names of all children enrolled in the schools under its jurisdiction are publicly displayed in each school.

Chapter - IV Responsibilities of Schools and Teachers

## **20. Composition and functions of the School Management Committee.**

(1)A School Management Committee shall be constituted in every school, other than an unaided school, within its jurisdiction, within six months of the appointed date, and reconstituted every two years.(2)Seventy five percent of the strength of the School Management Committee shall be from amongst parents or guardians of children.(3)The remaining twenty five percent of the strength of the SMC 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 or in case of grant in aid schools, from the management/ trust;(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 School Management 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 School Management 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.(6)The School Management Committee shall, in addition to the functions specified in clauses(a)to (d) of section 20 (2), 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 neighbourhood 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 23 and section 27,(c)Monitor that teachers are not burdened with non academic duties other than those specified in section 26;(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;(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 section 3(2).(g)Identify the needs, prepare a Plan, and monitor the implementation of the provisions of Section 4.(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 School Management

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 referred to in clause (j) to sub-Rule (6) and sub-Rule (7) should be signed by the Chairperson/Vice-Chairperson and Convenor of the School Management Committee and made available to the local authority within one month of their preparation.(9)The School Management Committee shall prepare an annual report at the end of every academic year giving its assessment of the implementation of school development plan prepared under rule-20. The report shall also give a brief accounts of activities undertaken by the committee during the year. A copy of the report shall be sent to the Concerned Coordinator of the Cluster Resource Center, and also place before the Gram Sabha.

## **21. Preparation of School Development Plan.**

(1)The School Management 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(3)The School Development Plan, shall contain the following details -(a)Estimates of class-wise enrolment for each year;(b)Requirement, over the three year period, 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 over the three year period, year-wise, in respect of (b) and (c) above, including additional requirement for providing special training facility specified in section 4, entitlements of children such as free text books and uniforms, and any other additional financial requirement for fulfilling the responsibilities of the school under the Act.(4)The School Development Plan should be signed by the Chairperson/Vice-Chairperson and Convenor of the School Management Committee and submitted to the local authority before the end of the financial year in which it is to be prepared.

## **22. Duties to be performed by Vidhyasahayaks or teachers.**

(1)In performance of the functions specified in sub-section (1) of section 23 and in order to fulfill the requirements of clause (h) of sub-section (2) of section 28, the teacher shall maintain a file containing the pupil cumulative record for every child which will be the basis for the awarding the completion certificate specified in sub-section (2) of section 29.(2)In addition to the functions specified in clauses (a) to (e) of sub-section (1) of section 23, a teacher may perform the following duties assigned to him or her, without interfering with regular teaching:(a)Participation in training programmes;(b)Participation in curriculum formulation, and development of syllabi, training modules and text book development;(3)AttendanceEvery school shall maintain an attendance register for every class, in which daily attendance of student shall be marked. If a student remains absent for more than 10 days in a month, without prior permission, the school shall send a letter to the parents and the school management committee, who shall make all efforts to ascertain the reasons for such absence, and make all efforts to attend the school regularly. School shall also be encouraged to introduce a system of student marking their own attendance. The Director shall encourage use of information technology for marking the attendance of the students.(4)Time

Table Every school will maintain a Time Table indicating periods to be taken for each subject. It will provided adequate periods for excursion, sports and aesthetic art and other co curricular activities.(5)Register, records and correspondence.(a)Following registers and records shall be kept for each school:(1)General Register.(2)Register of pupils' daily attendance.(3)Register of teachers' daily attendance.(4)Dead Stock Register.(5)Library Register.(6)Monthly Reports / Returns.(7)Inward and Outward register and a postage book.(8)Time Table.(9)Service Books of the employees.(10)File of Age Certificates(11)File of Leaving Certificate.(12)Visitors' Book.(13)Records of examinations and promotions of pupils etc.(14)Accounts of income and expenditure.(b)All records should gradually be kept in electronics mode (Computerized).(c)The Director may from time to time specify the forms in which the registers and records mentioned in sub-rule (1) shall be kept.(d)The registers and records kept under sub-rule (1) are the property of the school. The General Register No.1 shall on no account be destroyed. Director will specify from time to time the period of which each of the other registers are to be preserved.(e)If a school is permanently closed the General Register and other Register/ Records shall be handed over to the Pay Centre School. The Elementary Education Officer shall maintain a list of General Register of all schools which have been permanently closed.(f)The head teacher of school shall be responsible for the timely submission of all reports and returns, for the neatness and regularity of the registers and for the safe custody of school records.

## **23. Academic Authority to lay down the curriculum and evaluation procedure.**

(1)The Gujarat Council of Educational Research and Training (GCERT) shall be the academic authority to prescribe the curriculum and evaluation procedures. The Government could also set up and authorize other specialist agencies to undertake children assessment and school ranking.(2)The GCERT shall define the learning outcomes to be achieved by the children at the end of each grade and for every subject and approve State textbooks/ learning materials and teacher training materials based on these outcomes.(3)The GCERT shall also arrange to approve the text book/learning material prepared by private publishers or PPP partners, if those are found to conform to the curriculum and learning outcome norms finalized by GCERT.(4)The guidelines for the continuous and comprehensive assessment will be issued by GCERT, from time to time. Every school will carryout comprehensive and continuous evaluation in accordance with the guidelines.(5)GCERT would design or get designed developmentally appropriate evaluations which shall be administered by school teachers in all elementary schools to provide, once in a year, reliable feedback about children's performance.(6)Based upon test reports, the GCERT shall devise special training-education programmes for those children who have not been able to reach the expected learning levels. These programmes would be implemented by teachers through inputs provided in in-service teacher training.

## **24. The curriculum and the evaluation procedure.**

- GCERT, while laying down the curriculum and the evaluation procedure under subsection (4) of section 22, shall take into consideration the following :-(a)Assessment of the values mentioned in the Constitution.(b)Assessment of• Language skill, Numeral skill, Self confidence.• Social and moral values.• Good Habits.(c)To assess the knowledge, competences and mental abilities of the

student.(d)To assess the development of physical and mental abilities to the fullest extent.(e)Evaluation should be free from fear, trauma and anxiety(f)The teacher shall take into account curricular and extra-curricular activities, for doing comprehensive and continuous evaluation.(g)The result of various evaluations, will be used to know the progress and development of the students and performance of teacher.

## **25. Set up of mechanisms for periodic training and regular assessment.**

- GCERT will set up mechanisms for periodic training and regular assessment of the performance of CRCs and BRCs.

## **26. Periodic external evaluation of the in-service teacher training programmes.**

- The GCERT will arrange for periodic external evaluation of the in-service teacher training programmes, and will use input from such evaluation studies to update these programmes.

## **27. Periodic assessments of the quality of education and produce a report.**

- (i) The Government will also set up an independent organization/ wing, to undertake periodic assessments of the quality of education and produce a report about the "School Education Quality Status in Gujarat Schools"(ii)The Government would make arrangement to periodically grade every elementary school in the state on a point scale on a set of quality parameters, including co- and extra-curricular activities, and improvements shown over years.

## **28. Mechanism to regularly monitor.**

- The Government shall set up a mechanism to regularly monitor the quality of pre-service teacher training, and ensure closing down of such teacher training institutions which do not conform to norms and standards prescribed by NCTE.

## **29. To introduce a common test for teacher eligibility.**

- The Government would evolve mechanism to ensure minimum standards of pre-service teacher education, and may introduce a common eligibility test for teacher recruitment.

## **30. Award of certificate of completion of elementary education.**

- The certificate of completion of elementary education shall be issued to children at the school/ block/ district level within one month of completion of elementary education. The certificate shall: Certify that the child has completed all courses of study prescribed under Section -28 of the Act.Chapter - VI Protection of Right of Children

### **31. 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 Elementary Education in the State Government shall be the ex-officio Chairperson of the Council. Education Secretary in charge of Elementary Education, Secretary Finance, Secretary Tribal Development, Secretary Social Justice and Empowerment, State Project Director, Director GCERT will be ex-officio members.(3)Members of the Council, shall be appointed by the State Government from amongst persons having knowledge and practical experience in the field of elementary education and child development, as under(a)At least four members should be from amongst persons belonging to SCs, STs and Minorities;(b)At least one member should be from amongst persons having specialized knowledge and practical experience of education of children with special needs;(c)One member should be from amongst persons having specialised knowledge in the field of pre-primary education(d)At least two members should be from amongst persons having specialized knowledge and practical experience in the field of teacher education(e)Fifty percent of such members shall be from amongst women(f)Director of Elementary Education will be Member Secretary.(4)The Department of Elementary Education shall provide logistic support for meetings of the Council and its other functions.(5)The procedure for transaction of Business of the Council shall be as under.(a)The Council shall meet regularly at such times as the Chairperson thinks fit but three months shall not intervene between its last and the next meeting.(b)The meeting of the Council shall be presided by the Chairperson. If for any reason the Chairperson is unable to attend the meeting of the Council, he may nominate a member of the Council to preside over such meeting. Quorum of the meeting of the Council shall be considered complete if at least 50% of its members are present.(6)The terms and conditions for appointment of Members of the Council shall be as under(a)Every member shall hold office as such for a term of two years from the date on which he assumes office. Provided that no member shall hold office more than two terms.(b)The member may be removed from his office by an order of the State Government on the ground of proved misbehaviour or incapacity, or on the happening of any one or more of the following events. i. Is adjudged an insolvent; or ii. Refuses to act or become incapable of acting; or iii. Is of unsound mind and stands so declared by a competent Court; or iv. Has so abused his office as to render his continuance in office detrimental to the public interest or v. Is convicted for an offence by a competent Court; or vi. Is without obtaining leave of absence from the Council, absent from two consecutive meetings of the Council(c)No Member shall be removed from his office without being given an adequate opportunity of being heard.(d)If vacancy occurs in the office of Members, whether by reason of his death, resignation or otherwise, such vacancy shall be filled within a period of 120 days by making a fresh appointment in accordance with the provisions of sub-Rule (3).(e)Members of the Council shall be entitled to reimbursement of traveling and daily allowances for official tours and journeys in accordance with the orders issued by the State Government in relation to non-official members of the Committees and Commissions and such like categories of persons.

Chapter - VII Constitution of Municipal Education Committees

### **32. Constitution of Municipal Education Committee.**

(1)Each Education Committee shall be constituted of 15 members, of which 10 members shall be elected by the Municipality from amongst its members and 5 members shall be nominated by the

State Government, from amongst Educationists, awardees teachers and serving or retired Government Officers.(2)Of the members appointed by the State Government under sub-section (1) one shall be an officer of the State Government.(3)The election of the members of the Education Committee under the preceding sub rule shall be held in accordance with the procedure prescribed in Annex-III.

### **33. Names of elected members to be reported.**

- Immediately after the result of an election is declared under rule 16 of Schedule C the President of the municipality shall communicate to the Collector of the District, the District Education Officer, and the Director the names of the persons elected as members of the Education Committee together with information in the form prescribed in Annex-V to these rules.

### **34. Publication of names of Members of an Education Committee.**

- The names of all the members of an Education Committee elected and appointed or nominated by the State Government shall be published in the official Gazette by Government.

### **35. Filling up of a casual vacancy of a member of an Education Committee.**

(1)The vacancy of an elected members of an Education Committee due to any cause shall be forthwith reported by the Chairman of the Education Committee to the President of the municipality. The President shall take steps to fill it up, not latter than 90 days, by election, in accordance with the procedure prescribed in Annex-III, of a person satisfying the requirements of the class of the vacancy.(2)The vacancy of a member of an Education Committee appointed or nominated by Government due to any cause shall be forthwith reported by the Elementary Education Officer of the Education Committee to Government.

### **36. Calling of a meeting for the election of Chairman.**

- The first meeting of an Education Committee shall be convened for the purpose of the election of a Chairman. Such meeting shall be convened by the President of the municipality, as soon as convenient, but not later than twenty-one days after the publication of the names of the members of the Education Committee in the official Gazette and a copy of the notice of such a meeting shall be sent to the District Education Officer provided that where no meeting for the purpose of such election has been convened within the time specified above, the District Education Officer may exercise the powers of the President for the purpose of calling such meeting.

### **37. Procedure at the first meeting.**

(1)At the first meeting convened under rule 10 the President of the municipality, shall preside until the Chairman has been elected.(2)The President of the municipality so presiding shall not be at liberty to vote upon, or to make any proposition at the meeting unless he himself is a member of the

Education Committee.(3)If the President is unable, or for any reason fails to preside over the meeting, the members present shall elect from amongst themselves a Chairman for the meeting. Such Chairman shall preside over the meeting, until the Chairman of the Education Committee has been elected.

### **38. Manner of election of a Chairman.**

- The Chairman shall be elected in the manner prescribed in Annex-IV. Provided that an officer of the State Government appointed as a member of the Education Committee shall not be elected as Chairman.

### **39. Chairman to continue to perform duties after expiry of the term of Education Committee.**

- On the expiry of the term of office of an Education Committee, the Chairman shall continue to perform the current administrative duties of their offices until such time but not more than 60 days or whichever is earlier, as a new Chairman shall have been duly elected and have taken charge of their duties.

### **40. Filling up of casual vacancy of Chairman.**

(1)If there is casual vacancy of the Chairman due to any cause the President of the Municipality shall exercise the powers of the Chairman for the purpose of calling a meeting of the Education Committee for the election of a Chairman and such a meeting shall be presided over as provided in rule 37.(2)If the President fails to convene a meeting as provided in sub-rule (1) the District Education Officer shall have the power of calling such a meeting.

### **41. Calling of Meetings.**

(1)The Education Committee shall ordinarily meet once in two months for the transaction of its business, but the Chairman may, whenever he thinks, fit, and shall, upon a written request of not less than one third of the whole number of members of the Education Committee and on a date not later than fifteen days the receipt of such request, call a special meeting.(2)(i)The ordinary and special meetings of the Education Committee shall be held at the office of the Education Committee.(ii)The meeting shall be held on such on such a day and at such hour as the Chairman may appoint in this behalf.(3)If, in the opinion of the Director, the Chairman is for any reason unable to call or is deliberately abstaining from calling an ordinary or special meeting of the Education Committee within the prescribed time, the Director may authorise the District Education officer or any other officer of the Education Department of Government to call such meeting and such meeting shall thereupon be deemed to have been duly called by the Chairman.

## **42. Notice for calling a meeting.**

(1) All members of a Municipal Education Committee shall be given 5 clear days notice of an ordinary meeting and 3 clear days notice of a special meeting of the Education Committee. (2) Every notice under sub-rule (1) shall be also posted up at the Education Committee Office. Such Notice shall specify the place of meeting and business to be transacted thereat and in the case of a special meeting any motion or proposition mentioned in the request for calling such a meeting shall also be specified.

## **43. Quorum.**

- One third of the members of the Education Committee present in person shall form a quorum which shall not be necessary in respect of any adjourned meeting.

## **44. Chairman to preside.**

- Every meeting of the Education Committee shall be presided over by the Chairman, if the Chairman is, for any reason, unable to attend it, by such one of the members present as may be chosen by the meeting to be Chairman for the occasion.

## **45. Adjournment of the meeting.**

(1) If there is no quorum as laid down in rule. 43, the presiding authority shall, after waiting for thirty minutes after the expiration of the appointed hour, cancel the meeting. He shall then call a fresh meeting to such hour on some other future day as he may reasonably fix. A fresh notice of the meeting with fresh agenda shall be sent to every member of the Education Committee and posted up at the office of the Education Committee and the business shall be brought before such meeting and may be disposed of at such meeting or at any (2) Any special or ordinary meeting may, with the consent of a majority of members present, be adjourned from time to time; but no business shall be transacted at any such adjourned meeting other than that left indisposed of at the meeting from which the adjournment took place.

## **46. Elementary Education Officer to give his remarks on the various items of business.**

- It shall be the duty of the Elementary Education Officer to offer in writing his remarks on each item of business or proposition entered in the notice. Before proceeding to the consideration of each item the remarks of the Elementary Education Officer shall be circulated to every member of the Education Committee present at the meeting.



#### **47. Presence of District Education officer.**

- The Education Committee may invite the District Education Officer to attend a meeting, for which atleast 3 days notice has been given. The District Education officer or his representative shall have the right of taking part in the discussion but shall not vote.

#### **48. Business to be transacted at meeting.**

(1) No business shall be transacted and no proposition shall be discussed at any ordinary meeting unless it has been entered in the notice convening such meeting or, in the case of a special meeting, in the written request made for convening such meeting; Provided that the Chairman may, in his discretion, permit any business or proposition to be discussed which is of an urgent nature and which could not reasonably be entered in the notice: Provided further that such permission shall be refused in the case of a motion or proposition to modify or cancel any resolution within four months of the passing thereof. (2) The order in which any business or proposition shall be brought forward at an Education Committee meeting shall be determined by the presiding authority, who in case it is proposed by any member to give priority to any particular item of such business or to any such proposition shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal.

#### **49. Cancellation of a resolution.**

- No resolution of an Education Committee shall be modified or cancelled within four months after the passing thereof, except by a resolution supported by one half of the whole number of members and passed at an ordinary meeting whereof notice shall have been given fulfilling the requirements of rule 42 and setting forth fully the resolution which it is proposed to modify or cancel at such meeting and the motion or proposition for the modification or cancellation of such resolution.

#### **50. Vacancy not to affect proceedings.**

- During any vacancy in an Education Committee, the continuing members may act as if no vacancy had occurred.

#### **51. Circulation of written propositions.**

(1) Whenever it appears unnecessary to the Chairman of an Education Committee to convene a meeting, he may instead of so doing circulate a written proposition of his own or of any other member of such Committee or of the Elementary Education Officer for the observations and votes of the members. (2) Previous to circulating any such proposition for the votes of members, the Chairman may, if he thinks fit, and if the business to which it relates, is of the nature described in rule 47, shall obtain thereon the remarks of the District Education officer or of an officer authorised by him in this behalf. (3) Except as otherwise provided in the Act and rules thereunder, the decision on any proposition so circulated shall be in accordance, with the majority of votes of the members

who vote upon it, unless a special meeting is convened to consider the proposition under sub-rule (1) of rule 41.(4)Every decision arrived at by the Committee under this rule shall be recorded in the minute book kept under rule 47.

## **52. All matters before the Committee to be decided by majority.**

(1)Except as otherwise provided in the said Act or the rules thereunder, all question shall be decided by a majority of votes of the members present, the presiding authority having a second or casting vote in all cases of equality of votes.(2)Subject to the provisions of the Act and of these rules, the Education Committee may, from time to time, determine the manner in which its business should be transacted.

## **53. Meeting to be open to the Public.**

- Every meeting of the Education Committee shall be open to the public unless the presiding authority deems any enquiry or deliberation pending before the Committee, such as should be held in private: Provided that the said authority may at any time cause any person to be removed who interrupts the proceedings or whose presence, in his opinion, is undesirable.

## **54. Minutes of the meeting.**

(1)Minutes of the proceedings of each meeting of the Committee shall be kept in a register and in electronics form and shall include the names of the members and the Government Officer, if any, invited under rule 47, and if any member presents at the meeting so desires, the names of the members voting respectively for or against any resolution. This register shall be signed, as soon as possible, by the presiding authority and shall, at all reasonable times, be open to inspection by any member of the Committee or by an officer authorised by the State Government in this behalf. Copies of the minutes shall be supplied to every member of the Education Committee within 10 days preferable in electronic form, from the date of the meeting.(2)Copies of the minutes shall the District, and if the Education Committee is Municipal Education Committee also to the municipality for which it has been constituted. On receipt by such Municipality of copies of such minutes, they shall be placed before the next meeting of the Municipality.(3)All resolution of the Education Committee other than those passed at private deliberations of the Committee shall be placed in public domain (State Education Department website) and published as soon as may be by affixing a copy thereof in some conspicuous place in or near the office of the Education Committee.

## **55. Acts of the Education Committee not to be invalided by informalities.**

- No action of an Education Committee or of any person acting as a Chairman or member of the Committee shall be deemed to be invalid by reason only of some clerical or technical error.

## **56. Traveling Allowance to the members of Municipal Education Committee.**

- The members of Municipal Education Committee other than the Government officers appointed under sub-section (2) of section 34 may receive payment for the expenses incurred by them in traveling for attending the meetings of the Committee or for doing such business of the Committee as may be entrusted to them by the Committee. Such payment shall be made in accordance with the rules as may be prescribed by the State Government from time to time.

## **57. Duties and functions of the Chairman.**

- Subject to the provisions of the Act and these rules the Chairman of an Education Committee.(a)Watch over the general administration of Elementary Education in the area of the District Panchayat and Municipality, as the case may be, and submit to the Education Committee all questions connected therewith which require its decision.(b)arrange to call the meetings of the Education Committee other than the first meeting convened for electing the chairman, and shall fix the place, date and time of such meetings.(c)preside over such meetings.(d)sanction, on the recommendation of the Elementary Education Officer, changes in the date of birth and names and castes of pupils attending elementary schools.(e)if he is the chairman of a district education committee, tour in the district for not less than eighteen days in every three months for carrying on propaganda for the expansion of elementary education for keeping himself in touch with the progress of elementary education in the district and for performing such other duties as may be entrusted to him by the district Education Committee and keep a diary recording the places visited and the work done by him at such places for the Committee's information.

## **58. Emergency Duties of the Chairman.**

- The Chairman of the education committee may, in case of emergency, perform such acts as may appear to him to be necessary provided that any of the provisions of the Act or these rules are not thereby contravened and provided further that he shall report at the next ordinary meeting of the Education Committee the action taken and reasons therefore to the Education Committee.Chapter - VIII Powers, Duties And Functions Of District Education Committee And Municipal Education Committee

## **59. Duties of the education committee.**

(a)to undertake all educational activities ;(b)to undertake the planning of education in the district / Municipality within the frame work of the national policy and the national plan;(c)to survey and evaluates educational activities ;(d)to act as a channel for the State Government in regard to elementary education to reach panchayat/municipality ;(e)to make suggestions as to courses-of study for being determined by the State Government;(f)To make suggestions as to the selection of text-books by the State Government;(g)to implement any programme in regard to secondary education entrusted to, the district panchayat/municipality by the State Government:(h)to, arrange for the inspection of elementary schools managed by the, panchayat/municipality and to conduct

their examinations ;(i)to supervise the working of all elementary schools and of such other educational institutions under the control of the District Panchayat/Municipality as that panchayat/municipality, as the case may be, may decide from time to time ;(j)to accept and manage educational funds:(k)to assist, encourage and guide all educational activities in the district/municipality;(l)to discharge the following duties if the district panchayat/municipality makes provision of secondary and other education -i. to conduct secondary schools providing for diversified courses in rural areas where private enterprise is not available and to introduce a number of High School Scholarships, for poor and deserving in rural area;ii. to conduct hostels for High Schools as well as for pupils in Standard, V to VIII ;iii. to provide special training, as determined by the head of the school, of children admitted in a class appropriate to his / her age.iv. to make arrangement for vocational education in rural areas;v. to push the scheme of Social education classes; village libraries and pre-primary education;vi. to recognise and aid gymnasia and to organise recreational centres and holiday and school camps.Note. - This shall be in supersession of function and duties of Taluka Panchayat and District Panchayat (Education Committee) mentioned in Part - II of Schedule-II and Part-II of Schedule-III of the Gujarat Panchayats Act, 1993 (Gujarat Act No. XVIII of 1993)Chapter - IX Administrative Machinery and Grievances

## **60. Duties and responsibilities of the School Teachers, Head Teachers, and other academic, administrative and technical (engineering) staff.**

- Duties and responsibilities of the School Teachers, Head Teachers, and other academic, administrative and technical (engineering) staff, maintained by District/Municipal Education Committee shall be prescribed by the Director from time to time.

## **61. Duties, functions and responsibilities of the Elementary Education Officer.**

(1)The Elementary Education Officer shall be responsible for-(a)performing all duties in relation to the a working of the business of the Education Committee.(b)performing duties to carryout overall administration of Elementary Education in the District/Municipality area.(c)performing duties with regards to Financial matters such as timely preparation of annual or revised or supplementary budget of the Education Committee and of the re-appropriation statement.(d)reporting on the financial effect of all proposals for the expansion of Elementary Education or new items of expenditure.(e)answering all objections raised by the Audit, and(f)for administration maintenance and utilization of Elementary Education fund.(g)arranging for the maintenance of all properties-moveable and immoveable-vesting in, held by or under the control of the District Panchayat or Municipality as the case may be.(h)performing such other duties connected with the property of the District Panchayat or Municipality.(i)issuing orders of appointments of candidates selected by the staff selection committee for the post of teacher and other academic, administrative and technical (engineering) staff.(2)The Elementary Education Officer shall have power(a)to supervise control and co-ordinate the work of the staff maintained by District Panchayat or Municipality under section 39.(b)to confirm, promote, transfer, censure, fine, withhold increments of, reduce, suspend, remove, or dismiss any member of such staff or require him to retire from

service subject to such general instructions as may, from time to time, be issued by the Director in this behalf. Provided that no order of reduction, removal, retirement or dismissal shall be passed unless an enquiry has been made into the conduct of such member by the Elementary Education Officer or by a person authorised by him in this behalf in accordance with the procedure laid down in this behalf by the State Government from time to time.(c)to grant casual or any other kind of leave to any such member in accordance with the provisions made in this behalf by the State Government from time to time.

## **62. Constitution and Power of the Staff Selection Committee.**

- The Constitution, Powers and Duties of the Staff Selection Committee for the recruitment of Elementary School Teachers and such other staff in connection with the elementary education shall be such as may be prescribed by the State Government from time to time.

## **63. Grievance Redressal mechanism for Vidhyasahayaks or teachers.**

(1)The School Management Committee constituted under section 20 shall be the first level of grievance redressal of teachers of schools specified therein.(2)The State Government shall constitute Tribunals:(i)at the State Level to settle and decide the disputes between the school management and the Government, and(ii)At District or regional level to settle and decide the disputes between school managements and the staff of the school.Chapter - X Financial Relations Between The State Government and Local Bodies

## **64. Framing of Annual Budget of the Education Committee.**

- The Elementary Education Officer shall prepare the annual budget for the District / Municipal Education Committee for the ensuring financial year in such forms and in such manner as prescribed by the Director.

## **65. Maintenance, Administration and Utilization of Elementary Education Fund.**

(1)Credit to the Elementary Education Fund:- The following shall form part of, or be paid into, the elementary education fund.(a)all sums paid or payable by the State Government on account of elementary education.(b)such other sums as may from time to time be received on account of elementary education.(2)Use of the Elementary Education Fund:-Subject to the provisions of the Act and the Rules thereunder, the Elementary Education Fund shall be applied for-(a)the payment of salaries and allowances of the staff maintained by an Education Committee under section 39 of the Act.(b)the payment of salaries and allowances of the Elementary Education Officer appointed under section 40 of the Act.(c)the payment of grant-in-aid to the aided schools.(d)the discharge of the liabilities incurred by the Education Committee on the renting, equipment and maintenance of Elementary Schools and on construction, expansion of elementary school buildings and to create other infrastructure facilities like drinking water facilities, lavatories, compound walls etc. in the

elementary schools buildings.(e)the payment of the prescribed traveling and other allowances to members of the Education Committee.(f)meeting expenditure incurred on the provision of books, note-books, slates, stationery articles and other financial help for school going Children.(g)meeting expenditure incurred on account or reimbursement of per-child expenditure by the State Government for the purpose of sub-section (2) of section 11 of the Act.(h)meeting the expenditure incurred in connection with medical inspection and follow up treatment.(i)the payment of any other sum which the Education Committee is legally liable to pay or which has been spent on the authority of State Government.(3)Drawal of Elementary Education Fund:-Subject to the provisions of the Act and the rules thereunder, the Elementary Education Officer shall draw and disburse money out of the fund for the objects specified in sub rule (2).(4)The portion of the Elementary Education fund which is not likely to be immediately required may invest as per the guidelines issued by the State Government from time to time. Note: This shall be in supersession of Rule No.158, 159 and 162 of the Gujarat Panchayats Act, 1993 (Gujarat Act No. XVIII of 1993).

## **66. Audit of Accounts.**

- The accounts and receipts, and expenditure of the Elementary Education Fund shall be examined and audited annually before the close of August by the Auditors of the Local Audit Departments in accordance with the provisions of the Bombay Local Fund Audit Act, 1930 (BomXXV of 1930), and the rules made thereunder.Chapter - XI Control

## **67. Powers Regarding School Inspection / Evaluation.**

(1)There shall be two type of school inspections(a)Administrative and Financial Inspection(b)Academic Evaluation.Administrative and Financial Inspection shall be carried out by Director or an Officer authorized by him, while the Academic Evaluation shall be entrusted to Academic persons.(2)An Academic Evaluation of a School shall be done by a Committee of 3-5 Educationist including retired awardee teachers, school principals and enlighten citizens to be appointed by the District Elementary Education Office or District Education Officer. One school Evaluation Committee shall be constituted for every 30-40 Schools. Academic Evaluation shall also be entrusted to reputed Educational Institution to be enpenneled by the Director. The Evaluation Committee will evaluate the Class Room and extra/co-curriculum activities performance of teachers and learning achievement of students. Such Evaluation shall be carried out atleast twice a year for every school, the report of such evaluation shall be provided to the School, Block Resource Center and the Gujarat Council of Educational Research and Training (GCERT), which should take concrete remedial measures to improve the quality of Elementary Education. The Director shall issue the detailed guidelines for such evaluation.Chapter - XII Pre-School Admission Procedure

## **68. Admission Procedure.**

- 1. No pre-school shall admit a child who has not completed 3 years of age as of June of the given year. Extended period of admission shall be six months from the date of commencement of the academic year of the school.

**2. Practices like taking donations for admission, interviewing of parents and / or testing children shall be prohibited.**

## **69. Curriculum and Evaluation Procedure.**

- 1. The state government shall identify an appropriate authority with experience in pre- school education and research for preparing the curriculum, evaluation procedure, and qualification for preschool teachers.

**2. The appropriate authority shall be responsible to prescribe the curriculum and assessment procedure for preschool children in consultation with experts in the field of early childhood development.**

**3. The appropriate authority should also prepare or get prepared prototype of learning materials for preschool education in consultation with experts.**

**4. While laying down the Curriculum and Assessment guidelines for Preschool children, the appropriate authority may take into consideration the following:**

(a)Assessment of all areas of Development i.e. Physical-Motor, Social-Emotional, Language, Cognitive, Moral as well as Creative and specific school readiness skills.(b)Evaluation should be developmentally appropriate, child friendly and nonthreatening, comprehensive and cumulative in nature.(c)The method of conducting the assessment should include daily observations, informal talk, and observation of specified skills..(d)The outcome of the assessment should be able to help children develop their abilities to the fullest, should have bearing on the quality of preschool and should help teachers in reviewing and improving their program.

## **70. Training and Assessment of Preschool Teachers.**

- 1. The appropriate authority should set up mechanism for periodic training and regular assessment of performance of pre-school centers.

**2. The appropriate authority should prescribe a curriculum for pre-service as well as in- service training of preschool training institutions.**

Annex-I(See sub rule - (10) of rule 11)Norms for Learning Outcomes. - The vision of the RtE is to ensure quality to education to all children. If schools have the minimum infrastructural and teacher resources but students are not learning well (a problem observed today in many parts of the system as reflected by Gunotsav, NCERT, ASER, EI and other studies), the vision of the RtE would not be achieved.It is therefore important that Learning Outcome norms also be met by schools. For existing

schools attainment of learning outcomes should be seen as the key goal, with infrastructure as a necessary but not sufficient condition. In situations where infrastructure norms cannot be met for any reason (eg. in a very crowded city area or due to where trained teachers are not available), focus on learning outcomes will help ensure that student learning does not suffer.

Sr. No.	Requirement in schools.	Description	Weightage
1	Student learning outcomes (absolute levels)	Using standardised tests, student learning levels focussing on learning (not just rote) will be measured through an independent assessment.	30.00%
2	Student learning outcomes (improvement compared to the school's past performance)	This component is introduced to ensure that schools do not show a better result in (1) simply by not admitting weak students. The effect of school performance looking good simply because of students coming from well-to-do backgrounds is also automatically addressed by this measure. Only in the first year, this measure will not be available and the weightage should be distributed among the other parameters.	40.00%
3	Inputs (including facilities, teacher qualifications)	The norms specified in Table A should be used here.	15.00%
4	Student non-academic outcomes (co-curricular and sports, personality and values) and parent feedback sample of at least 20 parents across classes and be compiled.	Student outcomes in non-academic areas as well as feedback from a random sample of parents should be used to determine this parameter. Standardised survey tools giving weightage to cultural activities, sports, art should be developed. The parent feedback should cover a random	15.00%
			100.00%

Please note -- These norms apply to all schools including those run by the state government, local bodies, private aided schools as well as unaided schools. • The average performance of the school (possibly the percentile score) will be converted into a scale in which minimum grade will be defined. • Existing schools must meet the minimum grade to achieve the recognition criteria. For schools that do not meet the minimum grade, instead of the regular once in 4 year assessments, they will be assessed the next year also. They will also be required to come out with an action plan (based on guidelines published by the state, for example having a greater training requirement for their teachers) and if they fail to meet minimum outcomes for 3 years in a row, such schools will be closed. • However, it should be noted that these learning outcomes provide actionable improvement points to schools (unlike the infrastructure norms - that any school that really focuses on improving, will be able to make the improvement). • In order to obtain these details, the state may undertake an independent assessment by one or more professional third-party agencies having expertise and experience in this area. It is expected that more agencies will develop expertise in this important



areas based on this requirement. • Each agency must be assigned to assess schools of different types (there should not be a separate agency for government schools, separate for private schools, etc.) as this will be necessary for the assessments to be standardised properly. • Each school will normally be assessed every 4th year. However, schools performing very poorly may be required by the competent authority to be assessed more frequently. • The assessments must focus not only on rote learning but 'learning with understanding' or 'usable learning'. Questions must require children to think and not simply have to recall. Some of them should be of a type or format which is not typically from the textbook though the content level should be corresponding to what should have been learnt by that stage. Annex-II (See sub rule - (10) of rule- 11) Form I Self Declaration Cum Application For Grant Recognition Of School See sub-Rule (1) of Rule 8 of the Right of Children to Free and Compulsory Education Rule, 2010 To The District Education Officer (Name of District & State) 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: Chairman of Managing Committee/Manager

#### 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

- 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
- 6
- Name official address of the Manager/President/C/Chairman of the School
- 7

Name

Designation

Address

Phone (R).....(O).....

- Total Income & Expenditure during last 3 years surplus/deficit
- 8

Year

Income

Expenditure Surplus

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.
- Whether the school buildings or other structures or the grounds are used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever?
- 7
- 8 Total area of the school
- 9 Built in area of the school

D. Enrollment Status

- |   | Class       | No. of Section | No. of Students |
|---|-------------|----------------|-----------------|
| 1 | Pre-primary |                |                 |
| 2 | I - V       |                |                 |

## 3 VI - VIII

E.Infrastructure Details &  
Sanitary Conditions

	Room	Numbers	Average Size
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 Staff1.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 & syllabus followed in each class (upto VIII)
2. System of Pupil Assessment.
3. Whether pupils of the school are required to take any Board exam upto class 8 ?

\$\$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 from time to time and complies with such instructions of the appropriate authority or the District Education Officer 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 or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the Central and/or State Government/Local Body 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./-Chairman/Manager, Managing Committee.....School Place Form II

Gram: Phone:

Email: Fax:

Office of District Education Officer (Name of District / State)

No.                      Dated:

The Manager,

Sub: Recognition Certificate for the School under sub-rule (4) of rule 11 of Right of Children to Free and Compulsory Education Rules, 2009 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, 2009 (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 23(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 with in a period of 5 years.(vii)The salary and allowances payable to and the terms and conditions of service of teachers shall be as prescribed by the State Government under sub-rule(1) of rule(18) for purpose of section 23(3) of the Act;(viii)The teacher performs its duties specified under section 24(1) of the Act and(ix)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 areaArea of play groundNo. of class roomsRoom for  
Headmaster-cum-Office-cum-StoreroomSeparate toilet for boys and girlsDrinking Water  
FacilityKitchen for cooking Mid Day MealBarrier free AccessAvailability 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 of Education/District Education Officer 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.**

**19. Other conditions as per Annexure 'III' enclosed.**

Yours faithfully, District Education Officer Annex-III [See Rule 32 of the Gujarat Elementary Education Rules, 2010] Rules For The Election of Members of The Municipal Education Committee

**1. President to fix place and dates for election. - The President of the Municipality shall fix the date for the election of the members of the Education Committee. He shall fix the date, hour and place for the following stages of the election, namely :-**

(1) receipt of nomination papers, (2) scrutiny of nomination papers, (3) recording of votes, (4) counting of votes. The date for receipt of nomination papers shall be not less than two weeks before the date fixed for recording of votes. The date fixed for scrutiny of nomination papers shall not be less than one week before the date fixed for recording of votes.

**2. Notice of election. - At least four weeks before the date fixed for recording of votes, the President shall cause a written notice of such date and of the place, dates and hours fixed under rule 1 for the various stages of the election to be-**

(a) sent to every member of such municipalities, (b) posted in some conspicuous place in the office of the municipality and in such other places as the President may appoint, and (c) published in such manner as the President may deem fit.

### **3. Returning Officer. - The President of the municipality shall be the Returning Officer:**

Provided that (a) the president may, whenever he thinks necessary, and shall, when he himself is a candidate to the election, appoint, by a written order made not less than one week before the date fixed for the receipt of nomination papers, the vice-President (if the vice-President is himself not such candidate) or the Chief Officer to be the Returning Officer; (b) when the President and the vice-President are both candidates to the election and there is no Chief Officer, the municipality shall appoint such other member as is not a candidate at the election to be the Returning Officer.

**4. Nomination of candidates. - (1) On or before the date and at the time appointed under rule 1 for the receipt of nomination papers, each candidate shall either in person or by his proposer and seconder deliver to the Returning Officer, a nomination paper duly completed in the form in Appendix I to this Annex and subscribed by the candidate himself as assenting to the nomination and by two members of the electing local authority concerned a proposer and seconder. Nomination papers in the prescribed form shall be supplied by the Returning Officer to every candidate or any other person on his behalf asking for the same :**

(2) The proposer and seconder shall be present at the time of presentation of the nomination paper to the Returning Officer who shall ascertain there and then, that, the proposer and the seconder have willingly signed the nomination paper. If either the proposer or the seconder express his unwillingness to acknowledge his having signed the nomination paper, the candidate may present a fresh nomination paper.

**5. Scrutiny of nomination paper. - On the date appointed for scrutiny of nomination papers the candidates and one proposer and one seconder of each candidate and one other person for each candidate duly authorised in writing by each candidate, but no other person may attend at the appointed time and place and the Returning Officer shall give them all reasonable facilities for examining the nomination papers of all candidates which have been delivered within the time and in the manner prescribed in rule 4.**

**6. Disposal of objection - Rejection of nomination. - (1) The Returning Officer shall examine the nomination papers and shall decide all objections which may be made to any nomination and may either on such objection or on his own motion, after such summary inquiry, if any, as he thinks necessary refuse any nomination on any of the following grounds:-**



(i)that the candidate is ineligible for the vacancy or vacancies for which he has been nominated;(ii)that there has been any failure to comply with any of the provisions of the Act or the rules made thereunder;(iii)that the signature of the candidate or of any proposer or seconder is not genuine or has been obtained by fraud.(2)Where a member has subscribed as proposer or seconder a larger number of nomination papers than there are Vacancies to be filled, only such of the papers subscribed as have been first received, up to the number of vacancies to be filled shall be deemed to be valid.(3)Nothing contained in sub-rule (2) shall be deemed to authorise the refusal of the nomination of any candidate on the ground of irregularity in respect of nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

**7. Completion of scrutiny. - (1) The Returning Officer shall endorse on each nomination paper his decision accepting or rejecting the same, and, if the nomination paper is rejected, shall record in writing a brief statement of his reasons for such rejection.**

(2)The scrutiny shall be completed on the day appointed in this behalf and no adjournment of proceedings shall be allowed.

**8. Appeal against rejection of a nomination paper. - (1) An appeal may be made to the Collector against an order of the Returning Officer rejecting a nomination paper within three days from the date of the order of the Returning Officer.**

(2)On application made by any candidate whose nomination paper has been rejected, the Returning Officer shall forthwith grant the candidate a copy of the order rejecting his nomination paper.(3)The candidate making an appeal shall forthwith forward a copy of the memorandum of appeal to the Returning Officer.(4)The Collector shall decide the appeal as soon as possible and shall communicate his decision to the Returning Officer before the date fixed for recording of votes.(5)The decision of the Collector shall be final and the Returning Officer shall give effect to it.

**9. Preparation of list of valid nominations. - On the completion of the scrutiny of nominations, the Returning Officer shall forthwith cause a list of valid nominations for each class of vacancies (excepting nominations for seats of representatives of non-authorised municipalities) to be prepared under his signature and cause it to be affixed in some conspicuous place in his office and at the place at which the election is to be held. He shall also cause a copy of the list to be sent to every members of the Municipality, showing therein the qualifications. viz., the details mentioned in Appendix I (of Annexure-III) Nomination Paper-of each of the candidates.**

**10. Procedure at uncontested election. - After the scrutiny of nomination papers, should the number of duly nominated candidates for any class of vacancies not exceed the number of vacancies in that class, the Returning Officer shall declare such candidates to be duly elected for that class.**

**11. Right to be nominated to two or more vacancies. - When elections for two or more constituencies are to be held, at or about the same time one and the same person may be nominated as a candidate for election for each such class of vacancy provided he is otherwise duly qualified.**

**12. Withdrawal of candidature. - Any person nominated under rule 4 may withdraw his candidature at any time on or before the date fixed for recording of votes under rule 1, by notice in writing subscribed by him and delivered to the Returning Officer. Such withdrawal shall make his nomination void. When such notice is delivered before the voting has begun and such withdrawal has the effect of leaving the election uncontested, the Returning Officer shall declare the remaining candidate or candidates as the case may be, to be duly elected.**

**13. Voting. - (1) When there are more candidates for each class of vacancies these they are vacancies in the class and the question of voting arises, the voting shall be by ballot.**

(2)The Returning Officer shall preside at the place fixed for recording of votes and receive votes there at and provide himself with a box for receiving votes recorded at the election.(3)Before the commencement of the poll, the Returning Officer shall show the ballot box empty to such candidates and such members of the Municipality present at the polling station and shall then lock it up and seal it in such manner as to prevent its being opened without breaking the seal. The ballot box shall then be placed within a screened partition.(4)Every member of the municipality desirous of recording his votes at the election shall attend for the purpose on the date and at the time and place appointed for recording of votes under rule 1. When a member presents himself at the polling station he shall be provided by the Returning Officer with a voting paper in the appropriate form given in Appendix II to this Annex. Before receiving the voting paper, the member shall sign the counterfoil thereof, No voting paper shall be issued after the closing hour appointed for recording of votes under rule 1 above but any member who has been given the voting paper before the closing hours shall be allowed reasonable opportunity to record his vote.(5)After receiving his voting paper, the member shall proceed to the voting partition which shall be screened and shall record his votes there. The member shall have as many votes as there are vacancies and may give one or more votes to any candidate. The member shall put one cross in pencil against the name of the candidate for every vote he wishes to give to the candidate. If the member dose not wish to record his vote or votes

in the case of any candidate or candidates of any class of vacancies, he shall leave the appropriate part of his voting paper blank. Only one member shall be allowed in the voting partition at a time.(6)There shall be no voting by proxy.(7)The Returning Officer shall give such assistance as may be required to any member who is under any disability which incapacitates him from voting in the manner prescribed.

**14. Counting of votes. - (1) The Returning Officer shall on the date and at the time and place appointed for the counting of votes under rule 1 in the presence of two members of the municipality who are not candidates and of any candidates in attendance open the ballot box and separate the voting papers which he deems valid from those which he rejects, endorsing on the latter the word "rejected" and the grounds of rejection.**

(2)The Returning Officer may reject any voting paper on or by which the voting member has recorded more votes than he is entitled to or which bears any writing or a mark by which in the opinion of the Returning Officer, he is intended to be identified or which is unmarked or void for uncertainty.(3)The Returning Officer shall then count the valid votes given to each candidate. He shall in respect of each vote put a cross against the name of the candidate who has received it in the appropriate form given in Appendix III to this Annex.(4)He shall, upon the completion of the counting, seal up in separate packets, endorsing on each a description of its contents and the date of the election to which it refers, the voting papers counted and the voting papers rejected. He shall also prepare the voting paper account and verify it by comparing it with the number of voting papers counted or rejected as aforesaid and of the unused voting papers.(5)He shall then prepare and certify a return setting forth(i)the result of the verification referred to in sub-rule (4);(ii)the names of the persons for whom valid votes are given;(iii)the number of valid votes given for each person; and(iv)the number of votes declared invalid and permit any candidate to take a copy of or an extract from the return.(6)The Returning Officer may at any stage adjourn the proceedings under this rule after giving notice of the date and hour at which proceedings will be resumed to the candidates and members of the electing local authority present.

**15. Declaration of results. - When the counting of votes has been completed, the Returning Officer shall forthwith declare the candidate or candidates to whom the largest number of votes has been given to be elected. If there is an equal number of votes in favour of each of two or more candidates for one vacancy, the selection shall be determined by the Returning Officer by lot.**

**16. Multiple elections. - (1) If any person is elected to more than one vacancy on the Education Committee, he shall, by notice in writing signed by him and delivered to the Returning Officer within three days from the date of the declaration of the result of such election under rule 15, choose for which of these vacancies he shall serve and on such choice having been made, the**

**result of the election shall, in every other vacancy to which such person has been elected, be determined as if no votes had been recorded for him.**

(2) If such person does not make the choice referred to in sub-rule (1), the elections of such person shall be void and the results of the elections shall be determined as if no votes had been recorded for him.

**17. Publication of results. - As soon as the results of the elections are declared, the Returning Officer shall cause them to be posted up in some conspicuous place in his office and shall without delay report the results to the Municipality.**

**18. Custody of election papers. - The Returning Officer, if he is the President shall retain in his custody or in case he is not the President shall hand over to the President for custody the return and the packets referred to in rule 15 and all other documents relating to the election.**

**19. Production and inspection of election papers. - (1) While in the custody of the President the packets of voting papers, Whether counted or rejected, and of the counterfoils thereof shall not be opened and their contents shall not be inspected or produced except under the orders of a competent court or of Government.**

(2) All other documents relating to an election in the custody of the President shall be open to inspection by the members of the electing body or by any servant of the State Government duly authorized in this behalf.

**20. Destruction of election papers. - The President shall unless otherwise directed by a competent court or by Government cause all papers relating to an election to be destroyed after the lapse of one year from the date of the declaration of the result.**

APPENDIX I TO ANNEX-III Form of Nomination Paper (See rule 4 in Annex-III) Municipality\*  
Description of the vacancy for which the candidate is nominated Name of candidate with father's name or husband's name in the case of married woman and surname, if any. Age and sex Educational qualifications Address Name of the proposer Signature of the proposer Name of the seconder Signature of the seconder Declaration by Candidate I hereby signify my willingness to serve if I am elected.

Date Signature of Candidate

\* Schedule castes and Scheduled Tribes possessing Special Educational qualifications, general and nonauthorized Municipalities. Appendix II To Annex-III Form of Voting Paper (See rule 13 in Annex-III) Form of voting paper for vacancies of members

Municipality of Counterfoil of Voting paper Outer foil (Front)

Voting Paper

--	Description of the class of vacancies to be filled by election	Number of posts to be filled	Name of candidates (Valid nominees)	Cross x
Name of Elector 1.	Representatives of Scheduled Castes and Scheduled Tribes. Persons who have passed the Matriculation or Second Year Training Certificate Examination, or who possess any other equivalent or higher educational qualifications. General seats ... ..			

Signature of Elector.

Note. - A separate voting paper should be used for each class of vacancies mentioned above, the entries relating to other classes of vacancies being scored out. (Back of outer foil) Instructions in Connection with Recording of Votes. (1) For each class of vacancies you have the number of votes shown against the description of that class.

| (2) Put cross or crosses against the name of = | the candidate each of the candidates | for whom you wish to vote. |

(3) You must not put against any class of vacancies more crosses than the number shown against the description of that class. APPENDIX III TO ANNEX-III Form of Consolidating the Votes Recorded for the Election of Members of the Education Committee (See rule 14 in Annex-III)

Class of vacancies to which members are to be elected with the number of seats shown in brackets	Names of Valid nominees	Votes recorded by members	Total number of votes
		2 3 4 5 6 7 8 9 10 11 12 & so on	

2. Seats requiring educational qualifications

i.e., Matriculation or

second year training 1

certificate examination

or any other equivalent

or higher educational

qualification

2

3

4

3. General Seats
- 1
- 2
- 3
- 4

Date \_\_\_\_\_ President, \_\_\_\_\_ Municipality

ANNEX-IV(See rule 38 of the Gujarat Elementary Education Rules, 2010)Rules for the election of Chairman of an Education Committee(1)At the meeting called for electing a Chairman each candidate wishing to be elected as Chairman shall deliver to the President of the meeting a nomination paper in the sub-joined form subscribed by the candidate himself as assenting to the nomination and signed by two other members as proposer and seconder.Nomination paper for election as ChairmanMunicipality ofI hereby propose that Mr.be elected as Chairman of the Education Committee.

Date: \_\_\_\_\_ Signature of the proposer Member

I second the above proposal.

Date: \_\_\_\_\_ Signature of the seconder Member

Declaration of the CandidateI hereby signify my willingness to serve as Chairman if I am elected.

Date: \_\_\_\_\_ Signature of the Candidate

(1A)If only one nomination papers is received for the office of the chairman the President of the meeting shall declare such candidate to be duly elected to the office of the Chairman.(2)If the number of nomination papers received for the office of the Chairman more than one, the President of the meeting shall arrange to prepare voting papers in the sub-joined form containing names of candidates who have been duly nominated and shall supply such voting paper to every member of the Education Committee at the meeting:-Voting Paper for the election of a Chairman

Name of the candidate Put only one cross against the name of the candidate for whom you wish to vote.

- 1 ..
- 2 ..
- 3 ..
- 4 ..

(3)The President of the meeting shall then show the ballot box empty to all such candidates and other members of the Education Committee present at the meeting and shall then lock it up, seal it and place it in front of him.(4)Every member desirous of recording his vote shall proceed to a screened partition, where only one member shall be allowed at a time, and shall put one cross in pencil against the name of the candidate to whom he wishes to give his vote and shall then put his voting paper in the sealed ballot box.(5)A member who does not desire to record his vote at the election shall return his voting paper to the President of the meeting who will make a remark to that effect on it.(6)After all the members desirous of recording, their votes have put their voting papers in the ballot box, the President of the meeting shall open the box, in the presence of the members attending the meeting, separate the voting papers, reject any voting paper on which the voting member has recorded his vote in such a manner that it is not possible to identify the persons to whom he wishes to give vote, shall count the votes given to each candidate and then declare the candidate who has secured the larger number of votes as duly elected.(7)In case of equality of votes

the result of the election shall be determined by lot to be drawn in the presence of the President of the meeting in such manner as he may determine.(8)The President of the meeting shall then collect all the voting papers including the blank ones returned by any members and all other papers relating to the election of the Chairman, make a list of them and hand them over to the Elementary Education Officer of the Education Committee, who shall keep them in his custody for a period of at least six months from the date of the election and shall make them available for inspection by the members of the Education Committee or by a servant of the State Government duly authorized in this behalf.(9)The Elementary Education Officer shall unless otherwise directed by a competent court or by the State Government cause all the papers relating to the election of a Chairman, to be destroyed after the lapse of six months from the date of the election.ANNEX-V(See rule 33 of the Gujarat Elementary Education Rules, 2010)Form showing particulars regarding Caste, Qualifications, Profession, etc., of the persons elected on the Education CommitteeMunicipality(Date of election )

Serial No.	Name of member in full	Interest represented	Caste and community	Educational qualifications

Past  
pres  
prof  
or  
busi  
any

Date: President, \_\_\_\_\_ Municipality

Annex-VI(See sub rule-(3) of rule-5 of the Gujarat Elementary Education Rules, 2010)A Note on School Card System

- 1. Every DPEO/DEO will give wide publicity to the provision of RtE Act for admission of disadvantaged children to private un-aided schools.**
- 2. NGOs and civic organizations should be associated in contacting parents of disadvantaged children.**
- 3. Parents desirous of admitting their child to unaided school should make an application to DEO/DPEO giving details of name, sex and date of birth of the child, residential address, caste and income details with required certificates.**
- 4. Parents should also indicate the nearest unaided school for admission. If there is more than one unaided school in the neighborhood, then parents can give preference.**

**5. The DEO/DPEO will scrutinize the application and verify authenticity of caste and income certificates. He will then allot a school cards to every eligible child indicating the unaided school in which the child is to be admitted. If there are more claimants than seats available for the same school, then DEO/DPEO will follow the income criterion, giving preference to the poorer children.**

**6. On receipt of school card, the unaided school will admit the child without following any other admission procedure. The child will not be required to pay any fees and the school will be reimbursed fees in accordance with provision of Act and Rules.**

**7. Form of the School Card is given in Appendix - I to this Annex.**

Appendix-I TO Annex-VIShiksha Card

**1. Validity**

**Period:**.....

**2. Name of School:**

.....

**3. Name of Student:**

.....

**4. Father's Name:**

.....

**5. Date of Birth: .....**

**6.**

Age:.....

**7. Caste: .....**

**8. Tribe: .....**



**9. Residential Address: .....**

**10. Signature of Issuing Authority:**

.....

**11. Date of Issue of Card: .....**

**12. Stamp Of Issuing Authority:.....**