

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT**

NOTIFICATION

Dated Shillong, the 13th December, 2012

No. EDN.120/93/Pt III/239 In exercise of the powers conferred by Section 31 (1) of the Meghalaya School Education Act, 1981, the Governor of Meghalaya hereby publishes the following Rules inviting views and comments from the public within 30 (thirty) days from the date of its publication in the Official Gazette.

RECOGNITION OF SECONDARY AND HIGHER SECONDARY SCHOOLS RULES, 2012

No.EDN.120/93/Pt III/239-A In exercise of the powers conferred by Section 31 read with sub section (1) of Section 4 of the Meghalaya School Education Act, 1981, the Governor of Meghalaya is pleased to make the following Rules for Recognition of Secondary and Higher Secondary Schools, namely;

1. Short Title, Extent and Commencement:

- (i) These Rules may be called the Recognition of Secondary and Higher Secondary School Rules, 2012.
- (ii) It shall come into force from the date of notification in the Official Gazette.

2. Definitions:

- 1) 'Act' means the Meghalaya School Education Act, 1981.
- 2) 'Board' means the Meghalaya Board of School Education as constituted under the Meghalaya Board of School Education Act, 1973, including other Statutory Boards
- 3) 'Director of Higher and Technical Education' means the Director of Higher and Technical Education, Education Department, Government of Meghalaya;
- 4) 'Director of School Education and Literacy' means Director of School Education and Literacy, Education Department, Government of Meghalaya;
- 5) 'District School Education Officer' means the District School Education Officer of the Education Department, Government of Meghalaya;
- 6) 'Education Department' means the Education Department, Government of Meghalaya.
- 7) 'Governor' means the Governor of Meghalaya;
- 8) 'Government' means the Government of Meghalaya;
- 9) 'HSSLC Examination' means the Higher Secondary School Leaving Certificate Examination conducted by the Board;
- 10) 'Higher Secondary School' means an institution which provides regular courses of studies in Classes XI and XII as prescribed by the Board leading to the Higher Secondary School Leaving Certificate (HSSLC) Examination;
- 11) 'Head of the Institution' means the Headmaster/Headmistress of a Secondary School and includes Principal of a Higher Secondary School which imparts courses for classes IX and X;
- 12) 'Institution' means a Secondary/Higher Secondary School in the State of Meghalaya;

- 13) 'Managing Committee'/ 'Governing Body' means the Managing Committee/Governing Body of a Secondary School/Higher Secondary School duly constituted and approved as per rules of the State Education Department;
- 14) 'Official Gazette' means Gazette notified by the Government of Meghalaya;
- 15) 'Opening Permission' means requisite Permission granted by the State Education Department to open a Secondary School or/and Higher Secondary School;
- 16) 'Provisional Recognition' means Recognition provisionally granted by the Government to a Secondary and Higher Secondary School;
- 17) 'Permanent Recognition' means Recognition permanently granted by the Government to a Secondary and Higher Secondary School;
- 18) 'Recognition Committee' means a committee constituted under the Rules;
- 19) 'Rules' means the recognition of Secondary and Higher Secondary School Rules, 2012;
- 20) 'Secondary School' means an institution which provides regular courses of studies in Classes IX and X as prescribed by the Board leading to the Secondary School Leaving Certificate (SSLC) Examination;
- 21) 'SSLC Examination' means the Secondary School Leaving Certificate Examination conducted by the Board;

3. Requirement of Schools to obtain Permission:

Sponsoring bodies, including Government Organizations who intend to open new Secondary and Higher Secondary Schools shall need to obtain Opening Permission as a pre-condition for applying for Recognition.

4. Provisional Recognition of Secondary and Higher Secondary School:

All Secondary and Higher Secondary Schools may apply in the prescribed format (Annexure-I) to the Director of School Education & Literacy for Provisional Recognition.

5. Permanent Recognition of Secondary and Higher Secondary School:

Permanent recognition will be accorded after the Institution has completely fulfilled all requirements as laid down during the granting of Provisional Recognition.

6. Procedure for Grant of Recognition:

- (i) On receipt of the application, the Director of School Education & Literacy shall cause an inspection of the said school.
- (ii) The application of the School along with the Inspection Report of the Director of School Education & Literacy shall be taken up for scrutiny by the Recognition Committee to be constituted for the purpose.
- (iii) The recommendations of the Recognition Committee shall be placed before the Government for its consideration.

7. Criteria for Granting Provisional Recognition:

While considering the applications for Provisional Recognition, the Director of School Education & Literacy shall take into account the following criteria:

- (i) **Enrolment:**

The minimum enrolment in Classes IX and X shall be 15(fifteen) in each class excluding those detained in the Selection Test or failed in the earlier SSLC Examination. To ensure adequate academic input, the number of students in any section of a class should be limited to a maximum number of 40(forty). Stated otherwise the Teacher - Students ratio shall normally not exceed the ratio of 1:40. Enrolment in Girls' Schools, Special Schools for the Disabled, etc. may be relaxed at the discretion of the Department.

(ii) Location and Site:

The Institution should be located in an area where it is easily accessible by road and the Institution should be established to cater to the present and future development of the neighborhood/villages, with sufficient feeder schools, in an area conducive for academic and co-curricular activities.

(iii) Land area:

The Institution shall have the rights to land having an area as follows:

- (a) For building – Rural Area - 3 bighas (1 Acres)
 Urban Areas - 1.5 bighas(0.5 Acres)

(b) Facility for extra curricular activities.

In case of multi-storied buildings, the Director of School Education & Literacy reserves the right to relax the provisions regarding the area of land specified at (III) (a) above.

- (c) The institution must have adequate space:
(1) Facility for extra curricular activities.
(2) for physical exercise and recreational purposes;

8. Infrastructure :

(a) Buildings:

The school buildings should be spacious and built in conformity with all the relevant building bye-laws. Provisions should be made to ensure a barrier free environment. Adequate firefighting equipment should be installed.

The space requirement of the school buildings shall be as per the norms approved by the Education Department from time to time and so designed as to facilitate satisfactory school activities. The size of each class rooms shall be as per the norms of the Education Department, taking into consideration the accepted teacher-pupil ratio.

All the rooms, especially classrooms, shall be well lighted and with proper cross ventilation and properly insulated.

(b) Class Rooms:

The rooms must have a minimum seating capacity of 40 students for each class.

(c) The School should have provision for the following additional rooms:

- 1) Headmaster's room.
- 2) Office room.
- 3) Science room (Laboratory room).

- 4) Library room.
- 5) Computer Room.
- 6) Teachers' Common room.
- 7) Girls' Common Room (for co-educational schools only).
- 8) Boys' Common Room.
- 9) Toilets (separately for Boys and Girls with adequate water supply)
- 10) Hall/Auditorium.

9. **Supply of Drinking Water:**

There shall be arrangements for adequate and regular supply of clean drinking water.

10. **Furniture and Equipments:**

(i) **Furniture:**

Fixtures and movable furniture must be adequate for the number of students enrolled and the staff. Benches and desks, tables and chairs, racks and cupboards should be provided in each class room. There should be a common Notice Board hung in a prominent place.

(ii) **Equipments and Teaching Aids:**

The Science Laboratory should be fully equipped as per the syllabus prescribed by the Board and the norms of the Education Department. There should be adequate teaching aids including Black/White Boards for different subjects and sufficient number of computers for computer education classes. Modern instruments for teaching Mathematics shall also be made available.

11. **Electricity:**

There should be arrangement for constant supply of electricity in the institution.

12. **Fund/Finance:**

The school must be financially sound and having a Reserve Fund to provide for a minimum of at least three months' pay, besides the Working Fund. The school fees shall be fixed reasonably as per Government norms. Annual Audit Report shall be maintained.

13. **Managing Committee:**

The School shall have a Managing Committee duly constituted and approved as per the guidelines of the Education Department. The Managing Committee shall meet periodically and a record of all proceedings should be properly maintained.

14. **Teaching Staff:**

The school shall have adequate number of qualified and trained Assistant Teachers as per government norms.

15. **Head of Institutions and Qualifications:**

- (a) The Head of Institution must have a minimum qualification of Bachelor's Degree with B.Ed and having consistently good academic record.
- (b) He/She shall have at least 5 (five) years' teaching experience in a recognized Secondary/Higher Secondary School or in an equivalent post at the time of appointment.
- (c) He/ She should not have a criminal record.

Note: The Head of the Institution in position falling below the norms prescribed above, but approved by the Government at the time of granting opening permission, may continue until replaced by duly qualified person.

16. Assistant Head of the Institution and Qualifications:

- (i) There shall be an Assistant Head to assist the Head of Institution on all matters relating to the administration of a school.
- (ii) He/She shall have a minimum qualification of Bachelor's Degree with B.Ed. and with consistent good academic record.
- (iii) He/ She shall have at least 4 (four) years' teaching experience in a Recognized Secondary School or in an equivalent post.
- (v) The Assistant Head in position, falling below the norms prescribed above, but approved by the Government, may continue until replaced by duly qualified persons.

17. Subject Teachers and Qualifications:

- (i) There shall be a minimum of 1 (one) qualified and trained Assistant Teacher for each subject.
- (ii) It is preferable to have a minimum of 2 (two) qualified and trained Assistant Teachers in each subject like Social Studies and Science.
- (iii) He/she shall have at least a minimum qualification of Bachelor's Degree with B.Ed. with consistently good academic record.

18. Office Staff:

The school should have a minimum of the following office staff: –

- (a) 1 (one) L.D. Assistant with knowledge of computer
- (b) 1 (one) Group D Employee

19. Librarian:

There shall preferably be 1 (one) Librarian with Degree/Diploma in Library Science

20. Performance Report:

The average pass percentage of the school in the SSLC Examination shall be not less than 50% for three consecutive years.

21. Examinations:

(i) Half Yearly and Annual/Promotion Examinations should be held as per schedule fixed by the Education Department/MBOSE.

22. Curriculum and Syllabus:

- (i) All Schools shall follow the Board's Curriculum, Syllabus and recommended textbooks as notified.
- (ii) It shall be mandatory for Schools to retain a copy of the Board's Curriculum, Courses of Studies, Sample Questions, Regulations, etc.
- (iii) All the Schools shall remain open for a minimum of 200 working days or 1090 hours in an academic year i.e., 5 hours 45 minutes per working day which is inclusive of teaching, conduct of Tests and Examinations and Co-curricular Activities. All schools notified as Examination Centres, shall utilize the days of Examination for co-curricular activities, project works, etc.
- (iv) For all schools the academic session shall ideally begin from the 15th of January or the next working day.
- (v) A full working day as mentioned above shall consist of a minimum of 5 hours 45 minutes including a recess of 30 minutes. Each period should be of 40-45 minutes duration. The schools shall start not later than 9:00 AM.
- (vi) School holidays shall be given as per the holiday calendar notified by the Government for each Academic Year.
- (vii) All Saturdays of the month shall be non-working days with certain exception for completing the course.
- (viii) The Medium of Instruction in all the Secondary and Higher Secondary Schools shall be In English.

23. Co-curricular Activities:

All Institutions shall have a planned programme of co-curricular activities like games and sports, Scouts & Guides, NCC, NYK, Debates, Quiz, Group Discussions and Symposia, Health and Wellness Programmes, Exercises, Life Skills, and Career Guidance/Psychological Counselling, etc., involving all the students as per the Board's curriculum and directives. The above activities should be pursued throughout the year with all the teachers sharing responsibility, and satisfactory provision for recreational facilities for all the students be made.

The School should provide Counseling and Career Guidance at regular intervals to the students.

24. Student's Records:

Records of student's progress and status/grading in the curricular and co-curricular activities should be maintained and entered in the school's record. All students shall have a Student's Diary/Hand Book.

25. Library:

The school shall have a well equipped library for both the students and the teachers.

26. Granting of Provisional Recognition:

- (i) On the basis of the particulars furnished in the application, the Inspection Report and the recommendation of the Recognition Committee, if the Director of School Education & Literacy is satisfied that minimum requirements as per Rules 7 to 25 of these rules have been fulfilled by the institution concerned, a provisional Recognition may be accorded for a period not exceeding 3 (three) academic sessions at the first instance, on payment of prescribed fee;

- (ii) The candidates of a Provisionally Recognized School shall be treated as regular candidates and shall be governed by all the appropriate Examination Regulations;
- (iii) A School whose provisional Recognition has been withdrawn shall be considered as a De-recognized Institution and its candidates shall appear as private candidates;
- (iv) The school shall be required to sign a Memorandum of Understanding, as per format enclosed at Annexure-3;

27. Performance Report:

(a) After a Secondary/Higher Secondary School has been granted a Provisional Recognition, the DSE&L reserves the right to cause an Inspection of the performance of that School during the past three years in respect of the following, namely:-

- (i) an up to date statement showing the names and qualifications of the Head of the Institution and the Teaching Staff.
- (ii) lesson plans along with allotment of classes to every Teacher.
- (iii) maintenance of adequate Reserve and Working Fund;
- (iv) statement of number of students, class wise and section wise and total enrolment;
- (v) maintenance of Record of admission and registration of students;
- (vi) maintenance of record of daily attendance registers of students and teachers;
- (vii) records of classes, tests, Internal Assessments and Continuous and Comprehensive Evaluation (CCE) records.
- (viii) records of co-curricular activities;
- (ix) record of performance of pupils in the Board Examinations in the past three consecutive years;
- (x) proper maintenance of library, teaching aids, science laboratory equipments and chemicals, etc;

(b) The DSE&L shall cause further Inspection of the Institution through an authorized team of Inspection Officer(s) to assess the provisional Recognition granted if deemed necessary.

(c) Inspection/Joint Inspection of the performance along with MBOSE officials shall also be made as and when necessary.

28. Application for Permanent Recognition:

For Permanent Recognition, a School shall submit an application in the prescribed form (Annexure-2) to the DSE&L before expiry of the Provisional Recognition, supported by the relevant records regarding fulfillment of the conditions as laid down in Rule 7 to 27 of these rules.

29. Granting of Permanent Recognition:

Permanent Recognition may be granted by the Government in accordance with sub-clauses (i), (ii) and (iii) below:

- (i) The DSE&L on being satisfied that the School to which Provisional Recognition was granted, has maintained a consistently good academic performance and has fulfilled all the conditions laid down therein shall, recommend Permanent Recognition for the Institution;

- (ii) The Government on receipt of the recommendation from the DSE&L will approve the same within one month. Rejection of the recommendation shall be accompanied with detailed justification and steps for necessary rectification by the applicant school;
- (iii) A Permanently Recognized School shall pay a Recognition Fee as determined by the Government;

30. Revocation of Recognition:

The Government shall have the power to revoke Provisional/Permanent Recognition at any time under all or any of the following conditions:

- (i) Violation of any of the conditions laid down in these Rules;
- (ii) Failure to maintain an average pass percentage with a minimum of 50% in the Board Examinations for the past three consecutive years;
- (iii) Irregularities in the admission and registration process;
- (iv) Violation of Examination Rules and Regulations by Institutions designated as Examination Centres;

31. Show Cause Notice:

The DSE&L shall issue a Show Cause Notice to the School concerned stating the reason(s) for the proposed withdrawal of Recognition or any other disciplinary action to be taken. The School shall reply within 15 (fifteen) days from receipt of the Notice.

32. Penalties:

Revocation of Recognition by way of penalty shall be the sole discretion of the Government. The period of such penalization shall be determined by the Government depending on the extent of corrective action undertaken by the institution concerned.

33. Restoration of Recognition:

At the end of the penalty period as indicated at Section 32, the concerned Institution may apply for re-recognition and the matter shall be examined by DSE&L as per procedure laid down for granting of provisional recognition.

34. Interpretation:

If any question arises relating to the interpretation of these rules, the decision of the Government in the Education Department shall be final.

Sd/-
(Shri.P.S.Thangkhiew)
Principal Secretary to the Govt. of Meghalaya
Education Department

**APPLICATION FORM FOR PROVISIONAL RECOGNITION
(See Rule 4)**

1. Name of the School:
2. Address:
3. No and date of letter for opening permission (Copy of letters under reference to be enclosed)
4. In case of Government/Provincialised School, copy of Government letter for Provincialisation to be furnished.
5. In case of the School other than Government/Provincialised, copy of the resolution of the Managing Committee/Sponsoring Authority for Provisional Recognition to be enclosed.
6. Whether the School is a Boys'/Girls'/Co-Educational.....
7. Total enrolment of students from class IX to X for last three years (Class wise and Section wise)
8. Names of the Schools within 5 kms of the School with total enrolment in each school and their status, i.e., Affiliated by the Meghalaya Board of School Education (Separate Sheet may be attached)
9. No of students who appeared and passed the SSLC Examinations from the school in the last three SSLC Examinations. (To be shown year-wise).....
10. (a) Detailed particulars of land :
(b) Detailed particulars of building
(Give details of rooms as per clause 2.6 of the Rules and Regulation)
(c) Does the institution have play-grounds and other facilities
(Give details)
(d) Does the institution have its own building and whether the same has been constructed on own land of the institution:.....
- N.B. If the School has no land of its own, whether the sponsoring authority obtained a written commitment for transfer of land to the School from the Government or any other land holder. If so, to furnish details thereof, showing the area of land.
11. Provision of funds, if any (details to be furnished)
12. Particulars of payment of application fee of Rs..... DD.No..... dated
13. Faculty information with name, qualifications, subject and Date of joining (Please attach separate sheet, if necessary)

N.B. Copy of the resolution of the sponsoring body is to be enclosed.

Signature of the Applicant

Name

Designation

Address

Official Seal

Date.....

APPLICATION FORM FOR PERMANENT RECOGNITION
(See Rule 28)

1. Name of the School:
2. Date when Provisional Recognition was accorded.
3. Particulars of Provisional Recognition (Copy of relevant documents to be enclosed)
4. In case of Government and Provincialised School, copy of Government letter for Provincialisation Recognition to be furnished.
5. In case of the School other than Government/Provincialised, copy of resolution of the Managing Committee/Sponsoring Authority for Permanent Recognition to be enclosed.
6. Total enrolment in the School – Class wise and Section wise.
7. Whether the School is Boys'/Girls'/Co-educational.
8. Medium of instruction of the School.
9. Number of candidates who passed the SSLC/HSSLC Examinations in the last three years (year-wise and division-wise)
10. Faculty Information – (as per Clause 2.12 of the Rules).
11. (a) Detailed particulars of land:
(b) Detail particulars of building: (Give details of rooms as per clause 2.6 of the Rules and Regulation)
(c) Does the institution have its own building and whether the same has been constructed on its own land?
12. Performance Report (as specified in clause 3.2 of the Rules and Regulations) to be enclosed.
13. Provision of funds, if any (details to be furnished):
14. Particulars of payment of application fee of ` DD.No..... dated
15. Faculty information with name, qualifications, subject and Date of joining (details to be enclosed)

N.B. Additional information may be submitted in extra sheets.

Signature of the Applicant

Date.....

Name

Designation

Address

Contact No.

Official Seal

MEMORANDUM OF UNDERSTANDING

(See Rule 26(iv))

This Memorandum of Understanding (MOU) made on _____ day of _____ Month _____ 2012 between the Director of School Education & Literacy, Government of Meghalaya and _____ (name of Institution with full address).

The Director of School Education & Literacy, Government of Meghalaya hereinafter referred to as DSE&L agreed to accord Provisional Recognition to the _____ (name of Institution with complete address), hereinafter referred to as the Institution, subject to fulfillment of the agreed terms and conditions as detailed hereinafter.

Every Institution, which has been granted Provisional Recognition shall –

- (i) strictly abide by the Rules and Regulations as prescribed by the Government;
- (ii) supply information and returns as and when called for by the Government;
- (iii) depute Assistant Teachers as Board functionaries as and when required for all Examination and academic related works;
- (iv) place its buildings and furniture at the disposal of the Board for the conduct of its Examinations, etc., free of cost, as and when required.
- (v) pay Annual Renewal Fee on any working day on or before 15th December;
- (vi) be liable to pay fine in default of (v) above;
- (vii) hold regular Staff/Parents-Teachers meetings in connection with all the activities of the school;
- (viii) hold regular school Managing Committee meetings and maintain proper records of proceedings;
- (ix) maintain proper records of all students registered with the Board;
- (ix) ensure that no act of violence, such as physical, psychological, sexual harassment, bullying, ragging etc. takes place. Such act in the premises of the institution shall not go unnoticed or unpunished. Use of alcohol, drugs or smoking tobacco in the premises is strictly prohibited.
- (x) depute in-service Assistant Teachers for training/orientation/refresher courses to bring about a suitable changes for improvement in their performance.
- (xi) install fire safety devices in the premises of the institution with a separate provisions for entry an exit.
- (xii) conduct mock drills as per the Disaster Management Rules and Regulations.
- (xiii) make provisions for Differently-abled Persons as per the Persons With Disabilities(Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- (xiv) takes steps to hold annual health check-up in co-ordination with various State/Central Government flagship health programmes.
- (xv) Enforce strict dress code for the students and ensure that they are neat and clean and decently dressed in order to maintain discipline and imbibe civic values.

Agreed and Accepted.

(Signature)

Authorised Signatory
Concerned Institution

(Signature)

Director
Directorate of School Education & Literacy
Government of Meghalaya, Shillong