ABSTRACT

School Education – Tamil Nadu Right of Children to Free and Compulsory Education Rules, 2011 – Notified - Orders – Issued.

School Education (C2) Department

G.O.(Ms) No.173

Dated: 08.11.2011

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Read:

1. G.O.(Ms.)No.120, School Education Department, Dated: 24.04.2010 2. From the Additional Secretary, Government of India, Ministry of Human Resource Development, New Delhi D.O.No.1-8/09-EE-4, Dated: 7.6.2010 and 21.12.2010.
3. From the Chairman, Advisory Committee on Free and Compulsory Education Act, Chennai-6, Letter dated: 03.11.2010,01.03.2011, 17.03.2011 and 19.04.2011.

ORDER:

The Right of Children to Free and Compulsory Education Act, 2009 (Central Act 35 of 2009) has come into effect from 1st April 2010. The Act provides for Free and Compulsory Education to all children including disabled children of the age of 6 to 14 years. Every child of the age of 6 to 14 years shall have a right to free and compulsory admission, attendance and completion of education in a neighbourhood school. The Act outlines the various duties and responsibilities of the appropriate Government, Local Bodies, Schools and Parents. Section 38 of the said Act provides that the appropriate Government may by notification make rules for carrying out the provisions of the said Act.

2. The draft guidelines have been prepared by the School Education Department on the lines of the model guidelines issued by Ministry of Human Resource Development, Government of India. The same has been approved by the Government. It is requested to publish the appended notification in the Tamil Nadu Government Gazettee at the earliest.

//By Order of Governor//

T.S.Sridhar

Additional Chief Secretary to Government To

The Works Manager, Government Central Press, Chennai-79
(To Publish in the Tamil Nadu Public Gazette)
The Director of School Education , Chennai-6.
The Chairman/Member Secretary,
Advisory Committee(RTE), Chennai-6.
The Director of Elementary Education , Chennai-6.
The Director of Matriculation Schools, Chennai-6.
The State Project Director, Sarva Shiksha Abhiyan,
Chennai-6.
The Additional State Project Director, Rashtriya Madhyamic Shiksha Abhiyan,
Chennai-6.

The Additional Secretary, Government of India
Ministry of Human Resource Development,
Department of School Education and Literacy, Shastri Bhavan, New Delhi-110115.
All Corporation's Commissioner
The Director of Adi Dravidar and Tribal Welfare, Chennai-5
The Director of Backward Classes, Most Backward Classes &Minorities Wefare , Chennai-5
The Chief Principal Conservator of Forest, Chennai-15
The Director of Social Welfare &Nutritious Meal Programme, , Chennai-5 Copy to :
All Sections in School Education Department, Chennai-9.
The Personal Assistant to Hon'ble Chief Minister, Chennai-9.
The Personal Assistant to Hon'ble Minister Education, Chennai-9.
The Adi Dravidar and Tribal Welfare Department, Chennai -9
The Backward Classes, Most Backward Classes &Minorities Wefare Department, Chennai -9
The Environment &Forest Department, Chennai-9
The Social Welfare & Nutritious Meal Programme Department, Chennai-9

//Forwarded by Order//

Section Officer

APPENDIX.

NOTIFICATION.

In exercise of the powers conferred by sub-section (1) of section 38 of the Right of Children to Free and Compulsory Education Act, 2009 (Central Act 35 of 2009), the Governor of Tamil Nadu hereby makes the following Rules:-

RULES.

PART - I PRELIMINARY

1. Short title .- These Rules may be called the Tamil Nadu Right of Children to Free and Compulsory Education Rules, 2011.

2. Definitions.- (1) In these rules, unless the context otherwise requires, -

(a) "Act" means the Right of Children to Free and Compulsory Education Act, 2009 (Central Act 35 of 2009);

(b) "Anganwadi" means an Anganwadi Centre established under the Social Welfare Department, Government of Tamil Nadu;

(c) "appointed date" means the date on which the Rules come into force as notified in the Tamil Nadu Government Gazette;

(d) "Assistant Elementary Education Officer" means an officer in charge of elementary education in all schools having classes I to V and I to VIII in Block level;

(e) "District Education Officer" means an officer in charge of secondary education in all schools having classes VI to X and VI to XII;

(f) "Form" means a form appended to these rules;

(g) "Head Teacher" includes the Headmaster, Headmistress and Principal of the school;

(h) "Pupil Cumulative Record" means the record of the progress of the child based on comprehensive and continuous evaluation;

(i) "School mapping" means assessment of the availability of schooling facilities for elementary education based on norms and standards specified in the Schedule to the Act in terms of location, infrastructure, teachers and distance matrix between schools and habitations and includes planning, school location for the purpose of section 6 of the Act to overcome social, developmental and geographical barriers and geographical distance. It also includes maps of all the schools in the State using new and emerging technologies including Geographic Information System, prepared by the authorised agencies.

(j) "Schedule" means the Schedule to the Act.

(2) 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.

PART - II RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION

3. Special training .- (1) The School Management Committee of the school shall identify the children requiring special training and organize such training in the following manner:-

(a) The special training shall be based on specially designed, age appropriate learning material, approved by the academic authority specified in sub- section (1) of section 29.

(b) It shall be provided in classes held in the premises of the school, or through classes organized in places identified by the Head Teacher.

(c) It shall be provided by teachers working in the school, or by teachers 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, for a maximum period not exceeding two years.

(2) The child shall, upon admission in a class appropriate to his age after special training, continue to receive special attention by the teacher to enable him to successfully integrate with the rest of the class, academically and emotionally.

(3) In case the child is admitted in an age appropriate class in an unaided school, the management of the school shall provide the special training to the child so admitted.

PART - III DUTIES OF STATE GOVERNMENT, LOCAL AUTHORITY

4.Area or limits of neighbourhood .- (1) The area or limits of neighbourhood within which a school shall be established by the State Government is,--

(a) a distance of one kilometre in respect of children in classes I to V;

(b) a distance of three kilometres in respect of children in classes VI to VIII:

Provided that where it is not possible to establish a school within such area or limits, the State Government or the local authority shall make adequate arrangements, such as free transportation and residential facilities, for providing elementary education to the children in that area:

Provided further that in places with high population density, the State Government shall establish more than one school having regard to the number of children in the age group of 6-14 years in such places based on the child census conducted by Sarva Shiksha Abhiyan or the local authority.

(2) Wherever required, the State Government or the local authority shall upgrade existing schools with classes I to V to include classes from VI to VIII.

(3) In places with difficult terrain, risk of landslides, floods, or lack of proper roads and approach from their homes to the school, the State Government or the local authority shall locate its school in such manner as to avoid such dangers, by reducing the area or limits specified under sub-rule (1).

(4) For children from small hamlets, as identified by the State Government or the local authority, where no school exists within the area or limits of neighbourhood specified under sub-rule (1), the State Government or the local authority shall make adequate arrangement such as free transportation and residential facilities for providing elementary education in a school, in relaxation of the area or limits specified in sub-rule (1).

(5) The local authority, in consultation with the Assistant Elementary Education Officer or the District Education Officer concerned, shall identify the neighbourhood school where children can be admitted and make such information public through the notice board of the local authority and office of the Education Officer concerned. The basis of the identification of the neighbourhood school shall be the school mapping carried out by the State Government or the local authority under sub-rule (2) of rule 5.

(6) In respect of children with disability, which prevents them from accessing the school, the State Government or the local authority shall make appropriate and safe transportation arrangements to enable them to attend school and complete elementary education.

(7) The State Government or the local authority shall ensure that access of children to the school is not hindered on account of social and cultural factors.

5. <u>Free text books and uniforms .-</u> (1) A child attending a school of the State Government or local authority referred to in sub-clause (i) of clause (n) of section 2, a child attending a school referred to in sub-clause (ii) of clause (n) of section 2 in pursuance of clause (b) of sub section (1) of section 12, and a child attending a school referred to in sub-clause (iv) of clause (n) of section 2 in pursuance of clause (c) of sub-section (1) of section 12 shall be entitled to free textbooks, writing materials and uniforms:

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

(2) For the purpose of determining and for establishing neighbourhood schools, the State Government or the local authority shall undertake school mapping, and also identify all children, including children in remote areas, children with disabilities, children belonging to disadvantaged group, children belonging to weaker section and children referred to in section 4.

(3) The State Government or the local authority shall ensure that no child is subjected to caste, class, religious or gender abuse in the school.

(4) For the purpose of clause (c) of section 8 and clause (c) of section 9, the State Government and the local authority shall ensure that a child belonging to weaker section or a child belonging to disadvantaged group is not segregated or discriminated against, in the classroom, during midday

meals, in the play grounds and in the use of common drinking water and toilet facilities.

6. Submission of proposals by the State Government to Central Government for financial assistance.- The State Government shall prepare annual estimates of capital and recurring expenditure for the implementation of the provisions of the Act based on the existing level and standard of its education system and forward State specific proposals to the Central Government for obtaining as grants-in-aid of revenues, referred to in sub-section (3) of section 7.

7. Maintenance of records of children by Local Authority.- (1) Every local authority shall maintain a record of all children in its jurisdiction, through a household survey from their birth till they attain the age of 14 years and of children with disabilities till they attain the age of 18 years and shall maintain such other particulars in respect of each child so as to monitor his enrolment, attendance, learning achievement and transition to next higher classes.

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

(3) The record referred to in sub-rule (1) shall be maintained transparently and kept in a manner accessible to the general public.

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

(a) name, sex, date of birth, place of birth;

(b) name, address, occupation of parent or guardian;

(c) school or anganwadi centre that the child attends;

(d) present address of the child;

(e) class in which the child is studying and if education is discontinued the cause for such discontinuance;

(f) whether the child belongs to weaker section;

(g) whether the child belongs to disadvantaged group;

(h) whether the child requires special facilities or residential facilities on account of (i) migration and sparse population; (ii) age appropriate admission; and (iii) disability.

PART IV - RESPONSIBILITIES OF SCHOOLS AND TEACHERS

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

(2) The school referred to in sub-clause (iv) of clause (n) of section 2 shall ensure that children admitted in pursuance of clause (c) of sub-section (1) of section 12 shall not be discriminated from the rest of the children in any manner pertaining to entitlements and facilities such as textbooks, uniforms, library and Information, Communication and Technology facilities, extra-curricular and sports.

(3) The areas or limits of neighbourhood specified in sub-rule (1) of rule 4 shall apply to admissions made in pursuance of clause (c) of sub-section (1) of section 12:

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

9.Reimbursement of per-child expenditure by the State Government for the purpose of sub- section (2) of section 12.- (1) The per-child expenditure shall be the expenditure incurred by the State Government for a child in the Government School or the fee fixed by the Committee constituted under the Tamil Nadu Schools (Regulation of Collection of Fee) Act, 2009 (Tamil Nadu Act 22 of 2009) in respect of the school where the child is admitted whichever is less.

(2) (a) The school specified in sub-clause (iv) of clause (n) of section 2 shall, in the month of July, submit to the local authority, a list of students admitted in the school, who are provided free and compulsory elementary education for reimbursement of per-child expenditure by the State Government.

(b) If any child leaves or absents himself for a period exceeding thirty days or leaves the school in the middle of the academic year, the same has to be intimated to the local authority and claim has to be made accordingly.

(3) The local authority shall sanction the reimbursement amount for each academic year in two installments, namely in the months of September and March after verifying or cause to be verified the enrollment of those students in the school.

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

(5) Subject to the provisions contained in the proviso to clause (a) of section 8 and clause (a) of section 9, the reimbursement shall be made through electronic clearance system in the separate bank account maintained by the school for the purpose.

10. Documents as proof of age for admission .- In cases where the parent or guardian of the child is unable to produce the birth certificate of the child issued under the Births, Deaths and Marriages Act, 1886 (Central Act VI of 1886), any

one of the following documents shall be deemed to be proof of age of the child for the purpose of admission in a school:-

(a) Hospital or Auxiliary Nurse and Midwife (ANM) register record;

(b) Anganwadi record;

(c) Declaration of the age of the child by the parent or guardian.

11. Extended period for admission.- (1) The extended period for admission in a school shall be six months from the date of commencement of the academic year.

(2) Where a child is admitted in a school after the extended period, he shall be eligible to complete studies with the help of prescribed training, as determined by the State Government.

12. Recognition to school .- (1) Every school, other than a school specified in sub-clauses (i) and (iii) of clause (n) of section 2 established before the commencement of the Act shall make a self declaration within a

Form I to the competent authority, as specified below, regarding its compliance or otherwise with the norms and standards prescribed in the Schedule and fulfillment of the following conditions, namely:-

(a) the school is run by a society registered under the Tamil Nadu Societies Registration Act,1975 (Tamil Nadu Act 27 of 1975) or a public trust constituted under any law for the time being in force;

(b) the school is not run for profit by any individual, group or association of individuals or any other persons;

(c) the school conforms to the values enshrined in the Constitution;

(d) the school buildings or other structures or the lands are used only for the purpose of education and skill development;

(e) the school is open to inspection by any officer authorised by the State Government or the competent authority;

(f) the school furnishes such reports and such information as may be required by the local authority from time to time and complies with such instructions of the State Government or the local authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in the working of the school.

(2) Every self declaration received in Form I shall be placed by the competent authority in public domain within fifteen days of its receipt.

(3) The competent authority shall within three months of the receipt of such self declaration cause on-site inspection of such schools to verify as to whether the norms and standards and the conditions mentioned in sub-rule (1) are fulfilled.

(4) After the inspection referred to in sub-rule (3) is carried out, the inspection report shall be placed by the competent authority in public domain and the schools found to be conforming to the norms, standards and the conditions shall be granted certificate of recognition by the competent authority in

Form II within a period of 30 days from the date of inspection.

(5) The schools, which do not conform to the norms, standards and conditions mentioned in sub-rule (1) shall be listed by the competent authority through a public order. Such schools may request the competent authority for an on-site inspection for grant of recognition at any time within the next **three months.**

(6) The schools which do not conform to the norms, standards and conditions mentioned in sub-rule (1) even thereafter,shall cease to function.

(7) Any person who intends to establish a school shall apply to the competent authority in

Form-I for obtaining a certificate of recognition. The applicant shall, in addition to the norms and standards specified in the Schedule, fulfill the following conditions before making an application for such recognition:-

(a) Fee Structure.- The applicant shall give a declaration that the school will collect the fee fixed by the Committee constituted under the Tamil Nadu Schools (Regulation of Collection of Fee) Act, 2009 (Tamil Nadu Act 22 of 2009).

(b) Minimum Infrastructure Facilities.- (i)The school seeking recognition shall comply with the norms and standards regarding the land and other requirements stipulated in the Schedule.

(ii) The school shall also comply with the norms and standards notified by the State Government under any other law regarding infrastructure facilities including land and buildings.

(c) Other Facilities.- (i) Number of teachers to be employed in the school, nature of building and the facilities to be provided in the building, teaching learning equipment, library, play material, games and sports equipments that should be made available in the school shall be in accordance with the norms and standards specified in the Schedule.

(ii) Every school shall ensure the supply of protected drinking water and also ensure that lavatory and urinal facilities are provided in the schools as per the criteria to be specified by the competent authority.

Explanation.- For the purpose of rules 12 and 13, 'competent authority' means,-

(i) the Joint Director , Directorate of Elementary Education. — in the case of schools having classes I to V or schools having classes I to VIII

(ii) the Chief Educational Officer of the District. — in the case of schools having classes L.K.G. to V

(iii) the Joint Director (Secondary Education), Directorate of School Education. — in the case of minority schools having classes I to X or VI to X

(iv) the Chief Educational Officer of the District. — in the case of non-minority schools having classes I to X or VI to X.

(v) the Joint Director , Directorate of Matriculation Schools — in the case of Matriculation schools.

(vi) the Joint Director (Secondary Education), — in the case of Anglo Indian schools.

Directorate of School Education.

13. Withdrawal of recognition.- (1) Where the competent authority on its own motion or on any representation received from any person, has reason to believe and to be recorded in writing, that a school recognised under rule 12 has violated one or more of the conditions for grant of recognition or has failed to fulfill the norms and standards specified in the Schedule, shall, -

(a) issue a notice to the secretary / correspondent of the school by registered post specifying the violations of the condition for grant of recognition and seek his written explanation within one month;

(b) in case the explanation is not found to be satisfactory or no explanation is received within the stipulated time, he shall cause an inspection of the school, to be conducted by a Committee of 3 or 5 members comprising of educationists and Government representatives, which shall make due inquiry and submit its report, along with its recommendations to the competent authority. On consideration of the said report, if the competent authority is of the view that the recognition may be withdrawn, shall, after affording an opportunity of being heard to the school, pass orders thereon.

(2) If the competent authority passes an order of withdrawal of recognition, it shall be operative from the immediately succeeding academic year. The said order shall also specify the neighbourhood schools to which the children of that school shall be admitted.

PART - V SCHOOL MANAGEMENT COMMITTEE

14. Composition and functions of the School Management Committee.- (1)A School Management Committee (hereinafter in this rule referred to as the Committee) shall be constituted in every school, other than an unaided school, with not less than **nine members** within its jurisdiction, within six months of the appointed date, and reconstituted every two years:

Provided that, no member other than an ex-officio member shall serve as a member of the Committee for more than two terms.

(2) Seventy five percent, of the strength of the said Committee shall be from amongst parents or guardians of children, with proportionate representation to the parents or guardians of children belonging to disadvantaged group and weaker section.

(3) The remaining twenty five percent, of the strength of the said Committee shall be from amongst the following persons, namely:-

a) one third members from amongst the elected members of the local authority, to be decided by the local authority;

b) one third members from amongst teachers from the school, to be decided by the teachers of the school;

c) one third members from amongst local educationists or children in the school, to be decided by the parents in the said Committee.

(4) Fifty percent of the members of the Committee shall be women.

(5) The quorum of the meeting of the committee shall be not less than fifty percent of the total members of the Committee.

(6) To manage its affairs, the Committee shall elect a chairperson and vice-chairperson from among the parent members. The Head teacher of the school or where the school does not have a head teacher, the senior most teacher of the school, shall be the ex-officio Member-Convenor of the Committee meeting. In the case of an aided school, the School Manager / Correspondent / Secretary or his nominee from the School Committee shall be the chairperson.

(7) The Committee shall meet atleast once in two months in the school premises and the minutes and decisions of the meeting shall be properly recorded and made available to the public.

(8) The Convenor of the Committee meeting shall be competent to invite not more than three persons as Special invitees to offer advice on specific issues such as child protection, health and nutrition and child psychology. Such persons shall not form part of the quorum and shall not be eligible to vote.

(9) In addition to the functions specified in sub-section (2) ofsection 21, the Committee shall ,-

(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 24 and section 28;

(c) monitor that teachers are not burdened with non academic duties other than those specified in section 27;

(d) ensure the enrolment and continued attendance of all the children from the neighbourhood 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 denial of the rights of the child, 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 programme in the school.

(j) ensure that no child is subjected to physical or mental harassment.

(k) any money received by the Committee for the discharge of its functions under this Act, shall be kept in a separate account, to be made available for audit every year.

(l) prepare and submit an annual account of receipts and expenditure of the school to the local authority within **three months** from the date of expiry of every financial year.

15. Preparation of School Development Plan.- (1) The Committee shall prepare a School Development Plan for every three year period comprising of three annual sub plans:

Provided that the first such plan shall be prepared at least three months before the end of the financial year in which the Committee is first constituted under the Act.

(2) The School Development Plan shall contain the following details:-

(a) Estimates of class-wise enrollment 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.

(e) Existing infrastructure facilities such as buildings, laboratory, library, toilets, drinking water, furniture, equipment, play ground.

(3) The School Development Plan shall be signed by the Chairperson / Vice Chairperson and Convenor of the Committee and submitted to the local authority before the end of the financial year in which it is prepared.

PART VI – TEACHERS

16. Acquiring minimum qualification.- (1) The State Government shall provide adequate teacher education facilities to ensure that all teachers in schools referred to in sub-clauses (i) and (ii) of clause (n) of section 2, who do not possess the minimum qualifications; as laid down by the academic authority authorised by the Central Government at the time of commencement of the Act, to acquire such minimum qualifications within a period of five years from the commencement of the Act.

(2) For a teacher, of any school referred to in sub-clause (iv) of clause (n) of section 2, who does not possess the minimum qualifications

as laid down by the academic authority authorised by the Central Government 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.

17. Salary and allowances and conditions of service of teachers.- (1) The salary and allowances and terms and conditions of service of teachers of schools referred to in sub clauses (i) and (ii) of clause (n) of section 2 shall be as laid down by the State Government from time to time. In the case of teachers in unaided schools referred to in sub clause (iv) of clause (n) of section 2, the salary and allowances and terms of conditions of service shall be in accordance with the regulations and guidelines issued by the State Government from time to time.

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

(a) adherence to the conduct rules and code of professional ethics for school teachers in force.

(b) accountability of teacher to the School Committee; and

(c) provisions enabling long term stake of teachers in the teaching profession.

18. **Duties to be performed by teachers.-** In addition to the duties specified in clauses (a) to (e) of sub-section (1) of section 24, a teacher shall perform the following duties assigned to him, namely:-

(a) participation in training programmes;

(b) participation in curriculum formulation, and development of syllabi, training modules and text book development.

(c) maintain pupil cumulative record for every child.

19. Maintaining pupil-teacher ratio.- The sanctioned strength of teachers in a school shall be notified by the State Government or the local authority, as the case may be, within a period of eighteen months from the appointed date:

Provided that the State Government or the local authority, as the case may be, shall within six months of the said notification, redeploy teachers of schools having strength in excess of the sanctioned strength prior to the notification.

20. Curriculam and Evaluation Procedure.- (1) While laying down the curriculum and evaluation procedure for elementary education, the academic authority shall,-

(a) formulate the relevant and age appropriate syllabus and text books and other learning materials;

(b) develop in – service teacher training design;

(c) prepare guidelines for putting into practice comprehensive and continuous evaluation;

(d) develop performance indicators for the individuals and institutions along with accountability criteria towards children's learning levels;

(e) undertake periodic performance appraisal of individuals and institutions; and

(f) commission and undertake researches / studies on policies, programmes, curriculum, learning outcomes of children, etc.

(2) The academic authority shall design and implement a process of holistic school quality assessment on a regular basis.

21. <u>Award of completion certificate.-</u> The certificate of completion of elementary education shall be awarded in

Form-III within a month of the completion of elementary education. The said certificate shall be accompanied by the Pupil Cumulative Record.

APPENDIX

FORM - I

SELF DECLARATION CUM APPLICATION FOR GRANT OF RECOGNITION OF SCHOOL (

See sub-rule (1) of rule 12)

To

The _____

(Competent authority)

(Name of District)

Sir,

I forward herewith a self declaration regarding compliance with the norms and standards prescribed in the Schedule to the Right of Children to Free and Compulsory Education Act, 2009 (Central Act 35 of 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 academic year 20……..

Yours faithfully,

Enclosure:

Place:

Date:

Secretary / Correspondent

A. School Details:-

1	Name of School	
2	Academic Session	
3	District	
4	Postal Address	
5	Village/City	
6	Taluk	
7	Pincode	
8	Phone No with STD Code	
9	Fax No.	
10	10 E-mail address, if any	
11	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 until which Registration of Trust / Society/ Managing Committee is valid	

6	Whether there is a proof of non-profitable character of the Trust / Society / Managing Committee supported by the list of members with their address on an affidavit in copy	
7	Name, official address of the Manager/ President / Chairman of the school	
	Name	
	Designation	
	Address	
	Phone	(O) (R)
8	Total Income & Expenditure during last 3 years surplus / deficit	

Year	Income	Expenditure	Surplus / deficit

C.Nature and area of school:-

1	Medium of Instruction	
2	Whether Tamil is taught as a language for all students?	
3	Type of School (Specify entry & exit classes)	
4	If aided, the name of agency and percentage of aid	
5	If School Recognised	
6	If so, by which authority *Recognition number	
7	Does the school has its own building or is it running in a rented building? If it is on the rented building whether the lease deed is registered? (Please attach copy thereof)	
8	Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development?	
9	Total land area of the School (in square feet).	
10	10 Total built in area of the school (in square feet).	

D.Enrollment Status:-

Sl.No	Class	No. of Section	No. of Students		
			Boys	Girls	Total
1	Pre K.G				
2	L.K.G				
3	U.K.G				
4	I				
5	II				
6	III				
7	IV				
8	V				

9	VI				
10	VII				
	VIII				

E. Infrastructure Details and Sanitary Conditions:-

Sl. No	Room	Numbers	Average Size (in square feet)
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 (Number of books) • Periodical/Newspapers/Journals		
5	Type and number of drinking water facility		
6	Sanitary Conditions		
	(i)Type of western closets & urinals		
	(ii)Number of urinals/lavatories separately for Boys		
	(iii) Number of urinals/lavatories separately for Girls		

G. Particulars of teaching staff:-

1. Teachers in classes I to VIII only (details of each teacher separately).

	Teacher Name	:	
	Father / Spouse Name	:	
	Date of Birth	:	
	Academic Qualification	:	
	Professional Qualification	:	
	Date of Appointment	:	
	Class assigned	:	
	Teaching experience	:	
	Trained or untrained	:	
	Scale of pay	:	
	Gross salary per month	:	

2. Headmaster / Principal

	Headmaster/Principal Name	:	
	Father / Spouse Name	:	
	Date of Birth	:	
	Academic Qualification	:	
	Professional Qualification	:	
	Date of Appointment	:	
	Class Assigned	:	
	Teaching experience	:	
	Trained or untrained	:	
	Scale of pay	:	
	Gross salary per month	:	

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 VIII?	

I. School Fee

Sl.No.	Class	Fee
1	Pre K.G	
2	L.K.G	
3	U.K.G	
4	I	
5	II	
6	III	
7	IV	

8	V	
9	VI	
10	VII	
11	VIII	

J. Neighbourhood area for the purpose of rule 4:

K. Certified that the school complies with the Fire Safety Rules, Municipal laws and traffic regulations.

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

M. Certified that the school is open to inspection by any officer authorized by the State Government or the competent authority.

N. Certified that the school undertakes to furnish such reports and information required by the competent authority from time to time and comply with such instructions of the State Government or the competent 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.

O. Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any Officer authorized by the State Government or the competent 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.

(Signature)

Secretary/Correspondent

.....……. School

Place:

Date:

Form-II

CERTIFICATE OF RECOGNITION

(See sub-rule(4) of rule 12) Gram :

Phone:

E-Mail: Fax :

OFFICE OF _____

(Competent authority)

(Name of District)

No. Dated :

To

The Secretary/Correspondent/Manager,

_____ School.

Sir / Madam,

Sub: Recognition Certificate for the school under sub-rule (4) of rule 12 of the Tamil Nadu Right of Children to Free and Compulsory Education Rules, 2011.

With reference to your application dated_____ and subsequent school-inspection in this regard, I hereby convey the grant of recognition to the _____(name of the school with address) for class _____ to class _____ for the period from ---------- to _____

The recognition Code Number allotted to your school is _____

The above recognition is subject to the following conditions:-

(1) The grant of recognition is not extendable and does not in any way imply any obligation to recognize- beyond class VIII.

(2) The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the Tamil Nadu Right of Children to Free and Compulsory Education Rules, 2011.

(3) The school shall admit in pre-school / class I to the extent of 25 % of the strength in each class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion.

(4) The school shall maintain a separate bank account for the purpose of reimbursement.

(5) The school shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.

(6) The school shall not deny admission to any child,-

(a) for lack of age proof if such admission is sought subsequent to the extended period prescribed for admission.

(b) on the ground of religion, caste or race, place of birth or any of them.

(7) The school shall ensure that ,-

(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 (iv) the completion of elementary education;

(v) every child completing elementary education shall be awarded a certificate as laid down under rule 21.

(vi) inclusion of students with disabilities/special needs as per provision of the Act

(vii) the teachers are recruited with minimum qualifications as laid under section 23(1) of the Act:

Provided that the teachers who, at the commencement of this Act do not possess minimum qualifications shall acquire such minimum qualifications within a period of 5 years;

(viii) the teacher performs his duties specified under sub-section (1) of section 24 of the Act; and

(ix) the teacher shall not engage himself 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 maintain the standards and norms as specified in section 19 of the Act.

(10) No unrecognized classes shall run within the premises of the school or outside in the name of school.

(11) The school building or other structures and the grounds are used only for the purposes of education and skill development

(12) The school is run by a society registered under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975), or a public trust constituted under any law for the time being in force;

(13) The school is not run for profit to any individual, group or association of individuals or any other persons;

(14) The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared. A copy each of the Statements of Accounts should be sent every year to the competent authority granting recognition.

(15) The recognition Code Number shall be quoted for any correspondence with the competent authority

(16) The school shall furnish such reports and information as may be required by the competent authority from time to time and shall comply with such instructions of the State Government or the competent 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;

(17) The recognition shall be withdrawn if any contravention of the

provisions of the Act, Rules or the conditions of recognition are found and proved.

Competent authority.

FORM – III

CERTIFICATE OF COMPLETION

(See rule 21)

It is hereby certified that ----------(Name of the Student)---------- S/o Thiru.----------residing at----------Door No.---------- ------- Village, has successfully completed class VIII in _____ _____ School at _____ (place) during the year _____.

The Pupil Cumulative Record of _____(Name of Student) is enclosed herewith.

Head Master / Principal
----------(Name of the school)

Place :
Date :

T.S.Sridhar
Additional Chief Secretary to Government

// True copy //

Section Officer