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# KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRAORDINARY

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GOVERNMENT OF KERALA

General Education (J) Department

NOTIFICATION

G. O. (P) No. 100/2011/G.Edn. *Dated, Thiruvananthapuram, 30th April, 2011.*

**S.R.O. No. 291/2011.**—In exercise of the powers conferred by section 38 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), the Government hereby makes the following rules, namely:—

1. *Short title and Commencement.*—(1) These Rules may be called the Kerala Right of Children to Free and Compulsory Education Rules, 2011.

(2) They shall come into force on the date of this notification at once.

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) “Academic Authority” means the State Council for Educational Research and Training, Thiruvananthapuram (SCERT).

- (c) "Annexure" means annexure to the rules;
- (d) "Anganwadi" means an Anganwadi Centre established under the Integrated Child Development Scheme of the Ministry of Women and Child Development, Government of India;
- (e) "Appointed date" means the date on which the Rules shall come into force;
- (f) "Assistant Educational Officer" means an Officer in charge of elementary education in all schools having classes up to 8th standard;
- (g) "Block Resource Centre" means the academic support centre at the Block level;
- (h) "Deputy Director of Education" means the officer in charge of general education in a revenue district;
- (i) "Director of Public Instruction" means the head of the Directorate of general education in the State;
- (j) "District Educational Officer" means the officer in charge of the schools in an Educational District having Secondary level classes;
- (k) "District Institute of Education and Training" means the district institution which imparts training and academic support to elementary school teachers in the district;
- (l) "Head Teacher" includes the Headmaster and Headmistress of the school;
- (m) "Form" means form appended to these rules.
- (n) "National Council for Teacher Education" means the academic authority notified by the Central Government under section 23 of the Act;
- (o) "Neighbourhood" means the area near or within a walkable distance of an elementary school referred to in sub-clauses (i) and (ii) of clause (n) of section 2 of the Act and shall include areas of such schools in adjacent local bodies;
- (p) "Pupil cumulative record" means record of the progress of the child based on comprehensive and continuous evaluation;
- (q) "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 and maps of all the schools in the State using new and emerging technologies including Geographic Information System, prepared by authorized agencies;

- (r) "Section" means section of the Act;
- (s) "State Commission for Protection of Child Rights" means the State Commission for Protection of Child Rights constituted under section 3 of the Commission for Protection of Child Rights Act, 2005;
- (t) "Walking distance" means the maximum distance of one kilometre in respect of a child studying in standard 1 to 5 and three kilometres in respect of a child studying in standard 6 to 8, covered by a child from his residence to the school on the shortest, generally accepted path.

(2) Words and expressions used in these rules and not defined but defined in the Act or in the Kerala Education Act, 1958 and Kerala Education Rules issued thereunder as amended from time to time shall have the same meanings, respectively, assigned to them in these Act and rules.

3. *Composition and function of the School Management Committee.*—(1) A School Management Committee (hereinafter referred to as the Committee) consisting of elected representatives of the local authority, parents or guardians of children admitted in such school and teachers as provided in sub-section (1) of section 21 shall be constituted in every school, referred to in sub-clause (i) of clause (n) of section 2 within six months from the appointed date and reconstituted every two years:

Provided that where the child of a member has left or completed his studies in that school, such member shall be replaced by a parent selected at random from among the parents or guardians of the children of that category, for the remaining term of the Committee:

Provided further that, no member other than an ex-officio member-convenor/joint-convenor and the ward member of the local authority, shall serve as a member of the Committee for more than two terms.

(2) The total membership of the Committee in a school having student strength below seven hundred and fifty, shall not exceed sixteen excluding the member-convenor and the joint-convenor if any.

(3) The quorum of the Committee shall be nine.

(4) Where the student strength exceeds seven hundred and fifty, the membership shall be raised to twenty excluding the convenor and the joint convenor if any and the quorum in such cases shall be eleven.

(5) Seventy-five per cent of the strength of the Committee shall be from amongst parents or guardians of children.

(6) Representatives of the Mother-Parent-Teacher Association, parents of SC/ST students, and weaker section and parents of children with special needs, shall be included in the Committee:

Provided that proportionate representation shall be given to parents representing disadvantaged and weaker section.

(7) The remaining twenty-five per cent of the strength of the Committee shall be from amongst the following persons, namely:—

- (a) the ward/ division member of the local authority of the locality in which the school is situated;
- (b) one teacher from the school to be decided by the teachers of the school;
- (c) one member from amongst local educationists to be decided by the parents;
- (d) the school leader.

Provided that fifty per cent of the members shall be women.

(8) To manage its affairs, the Committee shall elect a Chairperson and Vice Chairperson from among the members who are representatives of parents.

(9) The Head Teacher or where the school does not have a Head Teacher, the Teacher-in-charge shall be the ex-officio member-convenor of the Committee. In schools having classes up to standard twelve, the Principal shall be the ex-officio member-convenor and the Head Teacher shall be the joint-convenor.

(10) The Convenor of the Committee shall be competent to invite up to three persons at a time as Special Invitees to offer advice on specific issues like child protection, health and nutrition, child psychology and on matters relating to construction activities undertaken by the Committee:

Provided that no such person shall constitute the quorum or be eligible to vote.

(11) The members of the Committee shall participate in the capacity building training courses conducted by the Government to facilitate the effective functioning of the Committee.

(12) The Committee shall meet at least once in two months in the school premises and the decisions shall be taken by majority votes.

(13) The minutes of the meetings shall be properly recorded and made available to the public through the school notice board and the school's website.

(14) The Assistant Educational Officer shall ensure the timely constitution of the Committee, organize training of the members and shall facilitate its proper functioning.

(15) The Committee shall, in addition to the functions under clauses (a) to (d) of sub-section (2) of section 21, namely:—

- (i) monitor the working of the school;
- (ii) prepare and recommend school development plan;
- (iii) monitor the utilisation of the grants received from the State Government or local authority or any other source; and
- (iv) perform such other functions as may be prescribed.

It shall also perform the following functions, namely:—

(a) communicate in simple and creative ways to the population in the neighbourhood of the school, the rights of the child, the duties of the Government, local authority, school, parent and guardian under the Act;

(b) ensure that a teacher maintains regularity and punctuality in attending school; holds regular meetings with parents and guardians and appraise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child;

(c) ensure that no teacher is deployed for non-educational purposes other than those specified in section 27 of the Act;

(d) ensure that no teacher is engaging in private tuition or private teaching activity;

(e) arrange to monitor the achievement of the expected learning outcome of the children as specified by the academic authority, with the help of experts and shall also pay attention to student absenteeism and teacher

absenteeism, and take necessary steps to provide teachers against short leave vacancies having duration of below one academic year from the panel of teachers maintained by the local authority, at the rate of remuneration fixed by the Director of Public Instruction;

(f) ensure that teachers are not burdened with non-academic duties other than those specified in section 27;

(g) ensure the enrollment and continued attendance of all the children from the neighbourhood in the school so as to ensure zero-dropout rate in the school. Children not attending school continuously for more than fifteen working days shall be placed under the category of dropouts and the Committee shall make efforts to bring them back through remedial measures.

(h) monitor the maintenance of the norms and standards specified in the Schedule and that in the Kerala Education Act and Rules issued thereunder and ensure effective utilization of the school resources;

(i) bring to the notice of the local authority and education authorities, 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 under sub-section (2) of section 3;

(j) identify the needs, prepare a plan and monitor the implementation of the provisions of section 4;

(k) ensure provision for remedial and enrichment coaching for children with special needs, late enrollments and slow learners and conduct of meetings of Class Parent-Teacher Association and Mother-Parent-Teacher Association regularly by the teachers;

(l) monitor the identification and enrollment of, and facilities for education of children with disability, and ensure their participation in and completion of elementary education;

(m) monitor the implementation of the mid-day meal in the school;

(n) mobilize support and resources from the local authority, the public and other agencies for providing better facilities for both academic and co-curricular activities;

(o) prepare an annual account of receipts and expenditure of the school for the amounts received by the Committee.

(16) Any money received by the Committee for the discharge of its functions under the Act, shall be kept in a joint account of the chairman and the convenor of the Committee and shall be audited annually by a chartered accountant engaged by the Committee and presented before its annual meeting along with audited report.

(17) The accounts referred to in clause (o) of sub-rule (16) shall be signed by the chairperson or vice-chairperson and convenor of the said committee and made available to the Assistant Educational Officer within one month of their preparation.

(18) Utilization certificate in respect of funds received by the School Management Committee shall be submitted to the authority granting such funds, within two months of incurring the expenditure or within two months of the next financial year, whichever, is earlier.

4. *Preparation of School Development Plan.*—(1) The School Management Committee shall prepare a School Development Plan within two months of its constitution.

(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, namely:—

(a) estimates of class-wise enrollment for each year;

(b) existing infrastructure facilities such as buildings, laboratory, library, toilets, drinking water, furniture, equipment, play ground;

(c) prepare a master plan for the school using services of experts, keeping in view the future requirements of the school under each item and incorporating the concept of learner-friendly and eco-friendly construction;

(d) physical requirement of additional infrastructure and equipment, especially for laboratory, Information and Communication Technology, library, sports and games calculated with reference to the norms specified in the Schedule and in the Kerala Education Rules;

(e) financial requirement in respect of (d) above, including for providing special training facility for late enrollments specified in section 4 and assess the requirements separately for each category by age, and entitlements of children such as free text books and uniforms, free transportation and residential facilities required under sub-rules (4) and (7) of Rule 6 and any other additional requirement for fulfilling the responsibilities of the school under the Act;

(f) requirement of the number of additional teachers including Head Teacher, subject teachers and part-time instructors, separately for classes 1 to 5 and for classes 6 to 8, calculated with reference to the norms specified in the Schedule.

(4) The School Development Plan shall be signed by the chairperson or vice-chairperson and convener of the School Management Committee and submitted to the Assistant Educational Officer and the local authority within one month of its approval by the Committee.

5. *Special Training.*—(1) The School Management Committee of a school owned and managed by the Government, local authority and aided schools, shall identify children requiring special training and organize such training as follows:—

(a) The special training shall be based on specially designed, age-appropriate learning material for children with special needs and late enrollments, developed by the academic authority.

(b) The training shall be provided in classes held on the premises of the school, as far as is practicable or in classes organized in places identified by the local authority or the head teacher.

(c) The training shall be provided by teachers working in the school, or by Instructors of Multi-Grade Learning Centres appointed for the purpose by the local authority for which the local authority shall maintain a panel of retired teachers, instructors of Multi-Grade Learning Centres or other qualified service-minded persons of the locality.

(d) The duration of the said training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress by the teacher concerned, for a maximum period not exceeding two years.

(2) The child shall, upon induction into the age-appropriate class after special training, continue to receive special attention by the teachers to enable him to successfully integrate with the rest of the class, academically and emotionally.

6. *Area or limits of neighbourhood.*—(1) The area or limits of neighbourhood within which a school has to be established by the Government or the local authority shall be,—

(a) in respect of children in classes from 1 to 5, a school shall be established within a walking distance of one kilometre of the neighbourhood;

(b) in respect of children in classes from 6 to 8, a school shall be established within a walking distance of three kilometres of the neighbourhood.

(2) The Government shall endeavor to upgrade in a phased manner, existing Government and aided schools with classes from 1 to 4, to include classes from 5 to 8 and in respect of schools which start from class 5 onwards, to add classes from 1 to 4 wherever required, taking into account the availability of such classes in the existing schools in the neighbourhood and the specific recommendation of the Assistant Educational Officer and the local authority.

(3) In places 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 Government shall locate the school in such a 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 Government or the local authority, where no school exists within the area or limits of neighbourhood specified under sub-rule (1), the Government or the local authority shall make adequate arrangements, such as free transportation and residential facilities for providing elementary education in a school, in relaxation of the area or limits specified in the sub-rule (1).

(5) In places with high population density, the Government may consider establishment of more than one neighbourhood school having regard to the number of children in the age group of 6 to 14 years in such places based on the child census conducted by Sarva Siksha Abhiyan or the local authority.

(6) The local authority, concerned, in consultation with the Assistant Educational Officer; 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 Assistant Educational Officer. The basis of the identification of the neighbourhood schools shall be the school mapping carried out by the Government.

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

(8) Additional assistance in the form of home-based teaching shall also be arranged for children with severe disabilities by the Government and the local authority.

(9) The Government and the local authority shall impress upon the parents and guardians of their duty to admit or cause to be admitted, their child or ward as the case may be, to a neighbourhood school, for completion of elementary education.

(10) The Government or local authority shall ensure that access of children to the school is not hindered on account of social and cultural factors, on account of closure of a Government or aided school and that no school is closed down without the recommendation of the Assistant Educational Officer and the local authority and prior sanction of the Government.

(11) The Government and the local authority shall provide free and appropriate pre-school education based on a Pre-primary Education policy formulated by the Government, to all children above the age of three years till they complete six years so as to prepare them for elementary education. For the purpose, Pre-primary Centres shall be established in all Government and aided schools in a phased manner within three years from the appointed date. A unified child-friendly curriculum shall be developed by the academic authority for these centres which shall have linkages with the Anganwadies for providing Integrated Child Development Scheme services to all the children. The minimum academic and professional qualification of pre-primary teachers shall be as laid down by the National Council for Teacher Education.

*7. Academic responsibility of the Government to ensure quality education.*—(1) The Government shall provide free and compulsory education to every child of the age six to fourteen years and to this end,—

(a) ensure provision of high quality education uniformly in all schools and for this, specify norms and standards in respect of all activities involving quality which supplement the norms and standards specified in the Schedule;

(b) notify the academic authority within two months of the date of notification of appointed date of these rules for development of the framework of State curriculum based on that of the National curriculum and for adopting the text books prepared under National Council for Educational Research and Training as far as practicable;

(c) ensure the effective implementation of the syllabus, teaching/learning process and development of evaluation procedures;

(d) ensure that a teacher appointed possesses the minimum qualifications for teachers and is provided with support staff and infrastructure facilities in respect of pre-primary schools based on national norms;

(e) ensure quality in pre-primary teacher and elementary teacher training courses by revising the pre-service pre-primary and elementary teacher training syllabus in consonance with the national curriculum frame work;

(f) impart quality education to children with disabilities as provided in sub-section (2) of section 3 by providing facilities for pre-service and in-service training for teachers through a specially designed training course in consultation with the national institutes in this field;

(g) design a transparent monitoring mechanism so as to ensure that a teacher performs all the duties specified in clauses (a) to (e) of sub-section (1) of section 24 of the Act and in these rules;

(h) use the outcomes of such monitoring for improving the performance of the teachers on a continuous basis;

(i) monitor the levels of learning of children in all Government, aided and un-aided elementary schools in the State regularly, and conduct evaluation on learning outcomes in 5 % of the schools through an external agency such as a University Department, and bring out annual reports on the quality of elementary education in the State;

(j) conduct half yearly and annual review of the performance of the academic authority regarding its compliance with the implementation of the provisions of section 29 of the Act.

(2) The Deputy Director of Education, the Assistant Educational Officer, academic personnel of District Institutes of Education and Training and Block Resource Centres, shall visit and monitor the academic performance of the teachers and students in the schools at least once in a year and communicate report thereof to the teachers concerned for taking corrective measures. Reports thereon with copy shall also furnish to the Director of Public Instruction and the Director, State Council of Educational Research and Training for taking remedial action at the State level.

(3) The Government shall,—

(a) ensure that children with disabilities have access to free education till they attain the age of 18 years and shall promote their integration in the regular schools;

(b) equip and upgrade the existing Special Schools for children with severe disabilities and provide them with residential facilities in appropriate locations;

- (c) provide vocational training to all children with disabilities;
- (d) provide special teaching/learning material and improved assistive devices and all such items that are necessary to give a child with disability equal opportunities in education;
- (e) provide health care for the child with disabilities at school level;
- (f) formulate a restructured and relevant curriculum for children with various categories of disabilities;
- (g) develop appropriate systems for their continuous and comprehensive evaluation.

(4) The Government shall in consultation with other academic authorities it may consider necessary, prepare a Scheme to provide pre-service and in-service training to pre-primary and elementary school teachers in Government, aided and un-aided schools as also to Anganwadi functionaries. It shall design a monitoring mechanism in accordance with the standards of training. Expenditure on training of teachers in pre-primary schools and schools referred to in sub-clause (iv) of clause (n) of section 2 of the Act, shall be borne by the school management.

8. *Responsibilities of the Government and local authority.*— (1) A child attending a school referred to in sub-clause (i) and (ii) of clause (n) of section 2, and a child attending a school referred to in sub-clauses (iii) and (iv) of clause (n) of section 2 shall be entitled to free education and in particular to free text books, writing materials, uniforms, free transportation and residential facilities.

*Explanation:*—For the purposes of these rules, child includes a child enrolled in a school under the Juvenile Justice Care and Protection Act, 2000 and a child attending a Mahila Shikshan Kendra/Learning Centre under the Kerala Mahila Samakhya Society:

Provided that a child with disability attending a school that is recognized by the Government shall also be entitled for free special learning material and assistive devices along with the other entitlements.

*Explanation:*—For the purposes of sub-rule (1), in respect of a child admitted as provided in clause (c) of sub-section (1) of section 12, the responsibility of providing free entitlements shall be of the school referred to in sub-clauses (iii) and (iv) of clause (n) of section 2, respectively.

(2) For the purpose of determining and for establishing neighbourhood schools, the Government shall undertake school mapping, and the local authority shall identify all children, including children in remote areas, children

with disability, children belonging to disadvantaged group, children of migrant labourers, children belonging to weaker section and children referred to in section 4, within a period of one year from the appointed date, and every year thereafter.

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

(4) The Government and the local authority shall,—

(a) provide emotional and psychological counseling for all children by professionals in co-ordination with Government Departments like health and social welfare;

(b) ensure the minimum number of working days and instructional hours in an academic year as specified in the Schedule by arranging the school vacations in such a manner that their duration does not exceed forty five days at a time;

(c) ensure that the medium of instruction is as far as practicable, in Malayalam or in the mothertongue:

Provided that English as a subject shall be introduced from Class 1 onwards;

(d) text books prepared under NCERT curriculum shall be used in the English medium class divisions from Class 1 to 4 in schools where such divisions have been permitted;

(e) ensure optimum school timings to all children, for which curtailment of school hours on account of following shift or sessional system shall be discontinued within a time limit of three years from the commencement of the Act;

(f) adopt flexibility in school timings wherever feasible so as to facilitate adequate time to children for co-curricular activities and to mitigate difficulties owing to unsafe traffic conditions.

(5) The Government and the local authority shall ensure that the conduct of classes in thatched buildings is discontinued within one year from the appointed date.

(6) The Government and the local authority shall provide adequate funds as grants for the implementation of the School Development Plan, submitted by the School Management Committee as provided under sub-clause (2) of Section 22.

(7) The Government and the local authority shall enhance the manpower and infrastructure facilities in the office of the Assistant Educational Officer so as to enable such officer to effectively discharge his duties under the Act.

(8) For the purposes of clause (c) of section 8 and clause (c) of section 9, the Government and local authority shall ensure that a child belonging to 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.

(9) The Government and local authorities shall ensure that,—

(i) no child shall be harassed physically or mentally while transporting the children to and from school by conveyance arranged by the school authorities;

(ii) the vehicle shall not be overcrowded by pupils or unfit for transport;

(iii) No vehicle shall be used or driven in violation of the provisions of Motor Vehicles Act and Rules thereunder.

(10) No child shall be subjected to physical punishment or mental harassment in schools or hostels run by or on behalf of school authorities.

(11) The Government and the local authority shall make arrangements including transportation, for the education of the migrant children coming from other States, in the neighbourhood school, or where this is not practicable, by setting up on-site schools at the work places where the migrant labour from other States are engaged in any economic activity in groups. As far as may be practicable, the learning material and the text books shall be in their respective mothertongue. Appropriate learning materials shall be developed by the academic authority in consultation with the academic authority in their State of origin.

9. *Maintenance of records of children by the local authority.*—(1) The local authority shall maintain a record of all children in its jurisdiction, through a household survey from their birth or by a child census conducted by the authorised agency till they attain the age of 14 years and of children with disabilities till they attain the age of 18 years and shall maintain the Unique Identification Number (UIN) in respect of every child, as and when issued by the competent authority, so as to monitor his enrollment, attendance, learning achievement and transition to next higher classes.

(2) Registration of births shall be ensured by the local authority in respect of all births within its jurisdiction.

(3) The record, referred to in sub-rule (1) shall be updated annually; and maintained transparently, in the public domain, and used for the purposes of clause (e) of section 9.

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

(a) name, sex, date of birth, place of birth and birth certificate number and if birth certificate is not available, the source of information on date of birth;

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

(c) pre-primary school/anganwadi centre that the child attends (up to 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 the age of 6 to 14 years and up to 18 years in the case of children with disability), 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;

(h) whether the child belongs to a disadvantaged group; and

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

(5) A comprehensive Health Card shall be maintained in respect of every child by conducting health check-up in association with the public health centre and anganwadi/pre-primary school. Medical assistance and management shall be provided to the children as required. The Health Card shall be updated yearly till the child completes elementary education.

(6) The local authority shall ensure that the names of children enrolled in the schools are maintained in an appropriate register.

(7) The local authority shall comply with the provisions specified in sub-section (1) and (2) of section 32 of the Act for redressal of grievances relating to violation of child rights.



10. *Admission of children belonging to weaker section and disadvantaged group.*—(1) The Head Teacher of a school referred to in sub-clauses (iii) and (iv) of clause (n) of section 2, shall ensure that children from the neighbourhood who are admitted against the seats available as provided in 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 the other children.

(2) The Head Teacher of a school referred to in sub-clauses (iii) and (iv) of clause (n) of section 2, shall also ensure that children admitted as required under 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 text books, uniforms, laboratory, library and Information and Communication Technology facilities, extra-curricular activities and sports.

(3) The provisions in sub-rule (1) of rule 6 shall apply to admissions made under clause (c) of sub-section (1) of section 12. A list of recognized schools conforming to the norms and standards as specified in the Schedule shall be notified by the Deputy Director of Education at least three months before the commencement of the next academic year.

(4) While filling up the seats in Class I as required under clause (c) of sub-section (1) of section 12, the admission of children from disadvantaged groups and from weaker sections of the neighbourhood shall be in the ratio of 1:1.

Provided that in the absence of students in any one category, such shortage shall be filled up from children from the other category.

(5) For the selection of such children, the school shall publish the list of applicants and selection shall be by drawing of lots for each category. The list of selected children shall be displayed on the notice board on the same day;

Provided that where such school imparts pre-primary education, the above provisions shall apply for admission to such pre-primary classes:

Provided further that a school referred to under sub-clause (iv) of clause (n) of section 2, which allows admission to a child who has not enrolled in a Government or aided school, shall not be eligible for reimbursement under sub-section (2) of section 12.

(6) Every School shall maintain a Unique Identification Number and the biometric identification details in respect of every child admitted into the school.

(7) Where in a school, there is no provision for completion of elementary education, a child shall have a right to seek transfer to any other school or, where a child is required to move from one school to another, either within or outside the State, such child shall have a right to seek transfer to any other school for completing his or her elementary education and the head teacher shall immediately issue transfer certificate as required under sub-clause (3) of section 5.

(8) No school or person shall, while admitting a child, collect any capitation fee and subject the child or his or her parents or guardian to any screening procedure and any person who contravenes the above shall be liable to fine as provided in clause (a) and (b) of sub-section 2 of section 13.

(9) The Director of Public Instruction shall be the authority to impose fine under clause (a) and (b) of sub-section 2 of section 13.

(10) The head teacher shall ensure that no child admitted in a school shall be held back in any class or expelled from school till the completion of elementary education or subjected to physical punishment or mental harassment.

11. *Reimbursement of per-child-expenditure by the Government.*—(1) The ratio between total annual recurring expenditure incurred by the Government, from the Consolidated Fund and fund provided by the Central Government or any other authority, on elementary education in respect of all Government and local authority schools referred to in sub-clause (i) of clause (n) of section 2, and total number of children enrolled in all such schools, shall be the per-child-expenditure incurred by the Government.

*Explanation:*—1. For the purpose of determining the per-child-expenditure, the expenditure incurred by the Government or local authority on schools referred to in sub-clause (ii) of clause (n) of section 2 and the children enrolled in such schools shall not be included.

(2) (a) The Government shall constitute a committee comprising of Secretary (Finance), Secretary (General Education), Secretary (Local Self Government), Director of Public Instruction and Director (Sarva Siksha Abhiyan) to assess the per-child-expenditure for the next academic year.

(3) The committee shall meet three months after the appointed date and thereafter every year during the month of September.

(4) The reimbursement of expenditure incurred by a school under specified category and an un-aided school on the children admitted under clause (c) of sub-section (1) of section 12 shall be made directly through electronic

transfer to a separate bank account maintained by the school in two instalments during the academic year. The first instalment of 50% shall be reimbursed during the month of September and balance during the month of January. The second instalment shall be made after verification of the retention and attendance of such children subject to a minimum of 80% and the pupil cumulative record.

(5) Every school referred to in sub-clauses (iii) and (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.

(6) Every school shall provide such information as may be called for by the Government or the local authority under this rule.

12. *Documents as age proof.*—Wherever a birth certificate under the Births, Deaths and Marriage Registration Act, 1886 (Central Act 6 of 1886) is not available, with respect to a child belonging to disadvantaged group or weaker section, any one of the following documents shall be deemed to be proof of age of the child for the purpose of admission to schools, namely:—

- (a) Hospital or Auxiliary Nurse and Midwife (ANM) register record;
- (b) Anganwadi record;
- (c) Declaration by the parent or guardian in Form No. IV.

13. *Extended period for admission.*—(1) Extended period of admission shall not exceed three months from the date of commencement of the academic year of a school.

(2) Where a child is admitted in a school after the extended period he shall be provided with such special training for such period, as may be determined by the head teacher of the school.

14. *Recognition/Upgradation to school.*— (1) Every school, other than a school established, owned or controlled by the Central Government or the State Government or the local authority, established before the commencement of this Act, and referred to under sub-clause (iv) of clause (n) of section 2 as an unaided school and which has obtained recognition under the Kerala Education Act and Rules issued thereunder or has obtained No Objection Certificate from the Government for affiliation to other Boards of Education, shall make a self-declaration within a period of three months from the appointed date, in Form No. I to the Assistant Educational Officer concerned, regarding its compliance or otherwise with the norms and standards stipulated in the Kerala Education Rules in addition to the norms in the Schedule and fulfilment of the following conditions, namely:—

(a) the school is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust or an educational agency constituted under any law for the time being in force;

(b) the school is not run for profit to 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 complies with the provisions in the Kerala Education Act and Rules issued thereunder relating to area, location and accommodation;

(e) Malayalam is taught as a compulsory language in all classes;

(f) the Pupil-Teacher Ratio as specified in section 25 is maintained;

(g) the school complies with the provisions under sections 13, 16, and 17 of the Act;

(h) the school provides barrier-free access and adapted toilets for children with disabilities;

(i) the bio-metric identification details along with the Unique Identification Number of each child is maintained in the school;

(j) the school buildings or other structures or the grounds are used only for the purposes of education and skill development;

(k) the school does not run any unrecognized classes within the premises of the school or outside, in the same name of the school;

(l) the school is open to inspection by any officer authorized by the Government;

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

(2) The school shall submit the declaration-cum application for recognition in Form No: I in electronic form in the web site maintained for the purpose by the Assistant Educational Officer and shall also submit the same in hard copy in his office and obtain acknowledgement thereof.

(3) Every self declaration received in Form No. I shall be placed by the Assistant Educational Officer in the public domain within fifteen days of its receipt.

(4) A District Level School Recognition Committee consisting of the Deputy Director of Education as the Chairman and District Educational Officers and Assistant Educational Officers of the revenue district as members shall be constituted by the Government.

(5) The District Educational Officer and the Assistant Educational Officer concerned shall, within three months of the receipt of the self declaration, inspect such schools to ensure that the schools fulfill the norms and standards and the conditions mentioned in sub-rule (1).

(6) After the inspection is carried out, the inspection report shall be placed before the District Level School Recognition Committee and also in the public domain and the schools conforming to the norms, standards and the conditions in rule 14 alone shall be granted recognition by the Deputy Director of Education Officer in Form No. II within a period of thirty days from the date of inspection:

Provided that recognized unaided schools that have been established before the date of commencement of the Act, and presenting their students for the respective Class 10 Board examinations continuously from 1st January, 2000, shall be issued a Certificate of Recognition under sub-section (1) of section 18 of the Act based on the self declaration of the Educational Agency that it conforms to the norms and standards as specified in the Schedule and these rules.

(7) Schools that do not conform to the norms, standards and conditions mentioned in sub-rule (1) shall be listed by the Deputy Director of Education by notification and such schools may request the Deputy Director of Education for an on-site inspection for grant of recognition at any time so that such period does not exceed three years from the date of commencement of the Act;

(8) Any School which does not conform to the norms, standards specified in the Schedule and conditions mentioned in sub-rule (1) within three years from the date of commencement of the Act shall stop its functioning and running of any such school shall be punishable as provided in section 19 of the Act.

(9) No school, other than a school established, owned or controlled by the Central Government, State Government or local authority be established or function after the commencement of this Act and no school which does not conform to the norms and standards specified in the Schedule and those conditions mentioned in sub-rule (1) shall be given recognition.

(10) The existing unrecognized schools seeking recognition under this Act shall furnish the application in (Form No. III) and shall conform to the norms and standards specified in the Schedule and those specified in these rules. It shall also fulfill the educational need of the locality as revealed in the school mapping carried out by the authorized agency and the educational need shall be certified by the local authority and the Assistant Educational Officer concerned.

(11) A Committee, constituted by the Government, comprising of the Director of Public Instruction or his nominee, the District Collector and a representative of the local authority, shall verify the facts in the application with reference to the school mapping and the educational need of the locality.

(12) The report of the Committee shall be forwarded to the Director of Public Instruction immediately thereafter.

(13) The Director of Public Instruction shall after examination of the report, forward the eligible cases to the Government for grant of recognition under the Act.

(14) An educational agency or society proposing to start a new school or upgrade an existing school shall furnish an application in the prescribed format Form No. III and shall conform to the norms and standards specified in the Schedule and those mentioned in these rules, and the locality in which the school is proposed to be started has a proven educational need as revealed in the school mapping carried out by the authorized agency and such educational need shall be certified by the local authority and the Assistant Educational Officer concerned.

15. *Withdrawal of recognition to school.*— (1) Where the Deputy Director of Education (hereinafter in this rule referred to as the said 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 14, 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, the said Officer shall,—

(a) issue a notice to the school specifying the violations of the conditions 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 period, the said Officer may cause an inspection of the school, to be conducted by a Committee consisting of five members of which three are from the Education Department of the Government, the Ward Member of the local authority and an educationist. The Committee shall conduct due enquiry and submit its report along with its recommendations for continuation of recognition or withdrawal of recognition, to the said Officer.

(c) On receipt of the report of the committee, the Deputy Director of Education, after furnishing a copy of the enquiry report and giving the school adequate opportunity of being heard, shall within one month forward a report with his recommendation regarding withdrawal of recognition to Government through the Director of Public Instruction. In cases where violation of conditions of recognition have been rectified or have not been proved, the said Officer shall issue an order for continuance of recognition within one month.

(2) The order of withdrawal of recognition passed by the Director of Public Instruction shall be operative from the academic year immediately succeeding and the Deputy Director of Education shall make arrangements for the continuance of elementary education of the children in a neighbourhood school or schools.

(3) Any person aggrieved by an order under rule 15 may file a review petition before the Government within thirty days from the date of receipt of such order and the Government shall dispose of the same within three months.

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

(2) If a teacher, of a school referred to in sub-clauses (ii) and (iv) of clause (n) of section 2, who does not possess the minimum qualifications laid down by the Academic Authority at the time of commencement of the Act, the management of such school shall enable such teacher to acquire the 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-clause (i) and (ii) of clause (n) of section 2 shall be as fixed by 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 regarding service conditions and salary and allowances issued by the Government from time to time.

(2) In particular and without prejudice to sub-rule (1), while laying down the terms and conditions of service the following matters shall be taken into account, namely:—

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

(b) accountability of teachers to the School Management Committee;

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

18. *Duties to be performed by Head Teacher and Teachers.*— (1) The Head Teacher shall be a person having a minimum of twelve years of teaching experience and possessing pass in such departmental tests and test on Kerala Education Act and Rules as may be specified in that regard:

Provided that teachers in service shall be given time up to three years to pass the above tests.

(2) The Head Teacher shall undergo training in school management and administration conducted by the education department; and

(i) prepare a school academic calendar covering all curricular and co-curricular activities, based on the calendar of the education department;

(ii) observe and assess the performance of the teachers based on the academic calendar including conduct of regular meetings of Class Parent-Teacher Association and Mother Parent-Teacher Association at least once in a term and provide the teachers with necessary guidance;

(iii) regulate the absence of teachers from their instructional duties in the school on account of their participation on other-duty in co-curricular activities outside the school;

(iv) assess the learning ability of every child and shall ensure that he attains the learning outcomes specified by the academic authority for each subject throughout the academic year;

(v) act as a mentor to the children and shall adopt the tutorial system so as to ensure individual attention for the all-round development of the child;

(vi) ensure parent involvement by conducting meetings of Class Parent-Teacher Association and Mother Parent-Teacher Association at least once in two months;

(vii) maintain a file containing the pupil cumulative record for every child which may form part of the certificate issued at the completion of elementary education;

(viii) review the teacher performance on their duties under Rule 18(3) at the monthly Staff Council Meeting and forward a review report to the Assistant Educational Officer periodically;

(3) A teacher, in addition to the functions specified in clauses (a) to (e) of sub-section (1) of section 24, shall perform the following duties, namely:—

(a) ensure full utilization of school facilities like library, laboratory and Information and Communication Technology, sports and games, work education etc.

(b) induction/participation in in-service training programmes.

(c) participation in curriculum formulation, and development of syllabi, training modules and text book development under the academic authority.

19. *Grievance Redressal of Teachers.*—(1) The Head Teacher shall examine and redress the grievances of teachers at the school level in the first instance.

(2) Where a grievance remains unresolved, the School Management Committee shall constitute a sub-committee with the Head Teacher as Chairperson and four other members of the School Management Committee to redress the grievance:

Provided that no service matters, orders of suspension from service, and all penalties under disciplinary proceedings initiated by the education department or the school management, shall be taken up before the sub-committee.

(3) Priority shall be accorded to complaints relating to harassment of women teachers and staff members and these shall be redressed without delay in compliance with the guidelines issued by the Supreme Court on prevention of sexual harassment in the work place.

(4) An appeal shall lie before a committee constituted under the Chairmanship of Assistant Educational Officer or District Educational Officer as the case may be and consisting such members as may be nominated by Director of Public Instruction/Deputy Director of Education and subject to such terms and conditions as may be specified in the order constituting the Committee.

(5) A second appeal shall lie before the Deputy Director of Education of the District on an order passed by the Committee referred to in sub-rule (3).

(6) Grievance Redressal Committees at levels of Assistant Educational Officer/District Educational Officer and Deputy Director of Education shall be constituted by the Director of Public Instruction.

(7) Managements of schools referred to under sub-clause (iv) of clause (n) of section 2 shall provide adequate mechanism for redressal of grievances of teachers.

20. *Academic authority.*—(1) The SCERT shall be the academic authority for the purpose of section 29.

(2) While laying down the curriculum and evaluation procedure, by the academic authority notified under sub-rule (1) shall, without prejudice to the provisions in sub-clauses (a) to (h) of sub-section (2) of section 29 of the Act—

(a) formulate the relevant and age-appropriate syllabus and text books and other learning materials including learning material for imparting basic life skills;

(b) define and prescribe minimum learning outcomes for each subject from class 1 to 8 and develop performance indicators for children along with accountability criteria of teachers for children's learning levels;

(c) develop in-service teacher training material, based on the learning outcomes;

(d) design training course for pre-service and in-service training of teachers for imparting education to children with disabilities in accordance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995;

- (e) prepare guidelines for putting into practice continuous and comprehensive evaluation; and
- (f) commission and undertake research and studies on policies, programmes, curriculum and learning outcomes of children.

(3) The academic authority referred to in sub-rule (1) shall design and implement a process of holistic school quality assessment based on performance indicators on a regular basis.

(4) A continuous school rating system based on a five point scale shall be developed on parameters like student achievement, physical infrastructure, teacher training, assessment and evaluation and co-curricular activities, to improve overall quality.

(5) The schools falling in the last two categories on the five point scale shall be targeted for remedial measures within a definite timeframe and given support to improve their rating.

21. *Award of certificate.*— (1) The certificate of completion of elementary education along with the Student Health Card shall be issued at the school level within one month of the completion of elementary education.

(2) The certificate referred to in sub-rule (1) shall contain the pupil cumulative record of the child and his achievements in sports and in co-curricular activities.

22. *Performance of functions by the State Commission for Protection of Child Rights.*—The Government shall provide resources to the State Commission for Protection of Child Rights if any constituted in the State in performance of its functions under the Act.

23. *Performance of functions by the State Commission for Protection of Child Rights.*—(1) Where the Government have not yet constituted a State Commission for Protection of Child Rights, it shall take immediate steps to set up such a Commission under section 17 of the Commission for Protection of Child Rights Act, 2005 in order to enable it to perform the functions under clauses (a) to (c) of section 31 and sub-section (3) of section 32 of the Act.

(2) The Commission shall have the same powers as assigned to it under sections 14 and 15 of the National Commission for Protection of Child Rights Act, 2005 while inquiring into any matters relating to a child's right to free and compulsory education under clause (c) of sub-section (1) of section 31 of the Act:

Provided that till such time as the Government may constitute the State Commission for Protection of Child Rights there shall be constituted an authority known as the Right to Education Protection Authority (hereinafter referred to as the REPA) for the purpose of performing the functions specified in sub-section (1) of section 31 and sub-section (3) of section 32, within six months from the appointed date.

(3) The Right to Education Protection Authority (REPA) shall consist of the members, namely:—

- (a) a chairperson who is a person of high academic repute or has been a High Court Judge or has done outstanding work for promoting the rights of children; and
- (b) six members, of whom at least three shall be women, from the following areas, from amongst persons of eminence, ability, integrity, standing and experience in the field of,—
  - (i) education;
  - (ii) child health care and child development;
  - (iii) juvenile justice or care of neglected or marginalized children or children with disabilities;
  - (iv) elimination of child labour or working with children in distress;
  - (v) child psychology or sociology; or
  - (vi) legal profession.

(4) The provisions of the National Commission for Protection of Child Rights Rules, 2006 shall, in so far as it relates to the terms and conditions of appointment of Chairperson and other members shall mutatis mutandis apply to the Chairperson and other members of the REPA.

(5) Immediately after the constitution of the State Commission for Protection of Child Rights, all records and assets of the REPA shall be transferred to it.

(6) In performance of its functions, the State Commission or Protection of Child Rights or the REPA, as the case may be, may also act upon matters referred to it by the State Advisory Council.

(7) The Government shall provide resources to the State Commission for Protection of Child Rights or the REPA, as the case may be, in performance of its functions under the Act.

24. *Manner of furnishing complaints before the State Commission for Protection of Child Rights or the Right to Education Protection Authority.*—

(1) The State Commission for Protection of Child Rights, or the Right to Education Protection Authority, as the case may be, shall set up a Child Helpline to register complaints regarding violation of child rights and incidental thereto, which shall be monitored by it through a transparent on-line mechanism.

(2) The local body shall ordinarily be the first level of redressal on complaints regarding violation of child rights and it shall provide suitable facilities for hearing and enquiring in to such complaints.

25. *Constitution of the State Advisory Council.*—(1) The State Advisory Council (hereinafter in this rule referred to as the Council) shall consist of a Chairperson and fourteen Members.

(2) The Minister in-charge of General Education shall be the ex-officio Chairperson of the Council.

(3) Members of the Council shall be appointed by the Government from amongst persons having knowledge and practical experience in the field of elementary education and child development, as follows:—

- (a) at least three members shall be appointed from amongst persons belonging to Scheduled Castes, Scheduled Tribes and minorities;
- (b) at least one member shall be from amongst persons having specialized knowledge and practical experience of education of children with special needs;
- (c) one member shall be from amongst persons having specialized 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, child health and nutrition;
- (e) the ex-officio members of the Council shall be,—
  - (i) Secretary, General Education and Literacy;
  - (ii) Director of Public Instruction;

- (iii) Head, Department of Education, from any University in Kerala (nominated);
- (iv) Chairperson, Right to Education Protection Authority or Chairperson, State Commission for Protection of Child Rights;
- (v) Director, State Council of Education Research and Training;
- (vi) State Project Director who shall be ex-officio Member-Secretary and secretarial support to the Member Secretary shall be provided by the Sarva Shiksha Abhiyan or an officer designated by the Government:

Provided that one third of the members of the Council shall be women.

(4) The Council may invite representatives of other related departments/organizations as and when required:

Provided that no such invitee shall have a right to vote or constitute quorum for the meetings of the Council.

26. *Functions of the State Advisory Council.*—(1) The State Advisory Council shall advise the Government in the implementation of the provisions of the Act.

(2) The State Advisory Council shall without prejudice to the above, perform the following functions, namely:—

- (a) assess the levels of school education and analyse survey reports on student attainments;
- (b) review compliance with:—
  - (i) norms and standards specified in the Schedule and in the Kerala Education Rules;
  - (ii) provision of effective system of pre-service and in-service teacher training from pre-primary level upwards;
  - (iii) delivery of quality education to children with special needs;
  - (iv) implementation of section 29;
- (c) commission studies and research for the effective implementation of the Act;
- (d) co-ordinate with the National Advisory Council in performing its functions;

- (e) act as an interface between the public and the media and the Government in creating awareness, mobilization, and a positive environment for the implementation of the Act;
- (f) prepare reports relating to the reviews, studies and research undertaken by it and furnish the same to the Government;
- (h) provisions relating to allowances and condition of appointment of the Members of the Advisory Council.

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### Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

The Right of Children to Free and Compulsory Education (RTE) Act, 2009 passed by the Indian Parliament gives every child the right to receive free and compulsory education from Class 1 to 8 in a formal school within a walkable distance from his or her home. The RTE Act, 2009 requires the State Governments to offer free and child-friendly education based on the ideals and values of the Constitution of India, to all children between 6 years to 14 years so as to develop their potential in full.

The said Act empowers the State Government to make rules for its effective implementation within the State.

This notification is intended to achieve the above object.



APPENDIX  
FORM No. I

**SELF DECLARATION CUM APPLICATION  
FOR GRANT OF RECOGNITION OF SCHOOL**

(See sub-rule (1) of rule 14)

To

The Assistant Educational Officer,  
(Name of District and Sub District)

Sir,

I forward herewith a self declaration regarding compliance with the norms and standards specified in the Schedule to the Right of Children to Free and Compulsory Education Act, 2009 and an application in the prescribed pro forma for the grant of recognition to .....  
.....(Name of the School)  
.....  
with effect from the commencement of the school year .....

Yours faithfully,

*Chairman of Managing  
Committee/ Manager.*

Enclosures: .....Nos.

Place:

Date:

A. SCHOOL DETAILS

1. Name of School with School Code :
2. Academic Session Classes from .....to..... :
3. School Timing :
4. District :
5. Postal Address :
6. Grama Panchayath /Municipality/ Corporation :
7. Taluk :
8. Block :
9. Name of Educational Sub District (AEO) :
10. Name of Educational District (DEO) :
11. Pin Code :
12. Phone No. with STD Code :
13. Fax. No. :
14. E-mail address :
15. Nearest Police Station :

B. GENERAL INFORMATION

1. Year of foundation
2. Date of First Opening of School
3. Name of Trust/Society/Managing Committee/  
Educational Agency
4. Whether Trust/Society/Managing Committee/  
Educational Agency/is registered
5. Period until which registration of Trust/  
Society/ Managing Committee /Educational  
Agency is valid
6. Whether there is a proof of non-proprietary  
character of the Trust/Society/ Managing  
Committee/ Educational Agency /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).....

Total Income and Expenditure during last 3 years surplus/deficit

8.	Year	Income	Expenditure	Surplus	Deficit

C. NATURE AND AREA OF SCHOOL

1. Medium of Instruction :
2. Whether Malayalam 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. Is the School Recognized :
6. If so, by which authority :  
  
Recognition Number :
7. Does the school have its own building or is  
it running in a rented building :
8. Whether the school buildings or other  
structures or the grounds are used only for  
the purpose of education and skill development? :
9. Total area of the School property (in sq. meters) :  
with Survey No./Village / Taluk / District :
10. Built in area of the school (in sq. meters) :
11. Specify whether shift or sessional system is  
followed :

## D. ENROLLMENT STATUS

Class	No. of Sections	No. of Students	
		Boys	Girls
1. Pre-Primary			
2. I—V			
3. VI—VIII			
4. No. of students from weaker and disadvantaged section admitted under section 12 (1) (c) in pre-primary and Class 1			
5. Whether the Unique Identification Number and biometric details of each student is maintained in the school?			

## E. INFRASTRUCTURE DETAILS AND SANITARY CONDITIONS

Room	Number	Average Size (in m <sup>2</sup> )
1. Classroom		
2. Office room—cum—Store Room—cum—Headmaster Room		
3. Whether any classes are conducted in thatched buildings		
4. No. of rooms used for purposes other than teaching (different clubs and co-curricular activities)		
5. Resource Room		
6. Kitchen-cum-Store		
7. Area of playground (in m <sup>2</sup> )		

## F. OTHER FACILITIES

1. Whether all facilities have barrier free access :
2. Teaching Learning Material (attach list) :
3. Sports and Play equipments (attach list) :
4. Books in Library
  - Books (No. books) :
  - Periodicals/Newspapers :
5. Laboratory Facilities
  1. Science :
  2. Information and Communication Technology (computers, LCD etc.) :
  3. Language Laboratory :
6. Type and number of drinking water facility :
7. Sanitary Conditions
  - (i) Lavatories and Urinals :
  - (ii) Number of Urinals/Lavatories separately for boys with water supply :
  - (iii) Urinals/Lavatories separately for girls with water supply :
8. Specify facilities provided for disposal of waste (compost pit, biogas plant etc.) :

## G. PARTICULARS OF TEACHING STAFF

1. Teachers in Primary/Upper Primary exclusively  
(details of each teacher separately)

Teacher Name (and UIN when available)	Father/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/Subject Assigned	Appointment Date	Trained or Untrained
Basic knowledge/in computer applications	Salary as signed	Whether the stipulations in Rule 18 are observed

2. Teachers in Both Elementary and Secondary  
(details of each teacher separately)

Teacher Name (and UIN when available)	Father/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/Subject Assigned	Appointment Date	Trained or Untrained
Basic knowledge/experience in computer applications	Salary as signed	Whether the stipulations in Rule 18 (3) are observed

## 3. Head Teacher

Teacher Name (and UIN when available)	Father/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/Subject Assigned	Appointment Date	Trained or Untrained
Basic knowledge/experience in computer applications	Salary assigned	Whether the stipulations in Rule 18 are observed

## H. CURRICULUM AND SYLLABUS

1. Details of curriculum and syllabus followed in each class (upto VIII) :
2. System of Pupil Assessment :
3. Details of arrangements for remedial coaching and special training :
4. Number of academic inspections by Assistant Educational Officer, District Educational Officer/other Educational Authority during the last academic year :

(i) Certified that the school has also submitted information in electronic form to the Assistant Educational Officer and in the data capture format of District Information System of Education (DISE) of SSA along with this application.

(j) Certified that the school is open to inspection by any officer authorized by the Government.

(k) Certified that the school undertakes to furnish such reports and information as may be required by the Assistant Educational Officer from time to time and complies with such instructions of the Government and the Assistant Educational Officer to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in the 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 Assistant Educational Officer and the school shall furnish all such information as may be necessary to enable the State Government or the Local Body to discharge its obligations to State Legislature / Grama Panchayath / Municipal Corporation as the case may be.

#### Declaration

I solemnly declare that all the information furnished above are true.

I further declare that this school which commenced functioning in the year.....has presented.....number of batches of students of Class 10 for the Board Examination conducted by the Kerala State Education Department/Central Board of Secondary Education/Indian Certificate of Secondary Education from .....(here enter year) onwards.

*Chairman/Manager*

*Managing Committee*

.....School

Place :

Date :

FORM NO. II

### OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION

(Name of Sub-District/District)

Gen:

Phone:

E-Mail:

Fax:

to

The Manager,

(Name and address of school)

*Sub:-* Certificate of Recognition for the School under section 18 of Right of Children to Free and Compulsory Education Act 2009 read with rule 14 of Right of Children to Free and Compulsory Education Rules, 2011.

Dear Sir/Madam,

With reference to your application dated.....and subsequent correspondence with the school/inspection in this regard, I convey the grant for recognition to the .....  
.....  
(name of the school with address) for Class.....to  
Class.....w.e.f.....

The above sanction is subject to fulfilment of following conditions, namely:—

1. The School shall abide by the provisions of Right of Children to Free and Compulsory Education Act, 2009 and the Right of Children to Free and Compulsory Education Rules, 2011.

2. The School shall admit in class 1 (or in pre-primary class, as the case may be), to the extent of at least 25% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion.

3. For the children referred to in paragraph 2, the school shall be reimbursed in accordance with the provisions of sub-section (2) of section 12 of the Act and for the purpose of receipt of such reimbursements the school shall maintain a separate bank account.

4. The Society/School Management shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.

5. The school shall not deny admission to any child for lack of proof of age and shall adhere to the provisions of section 15 of the Act. 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 the completion of elementary education;
- (iv) Every child completing elementary education shall be awarded a certificate as laid down in rule 21.
- (v) Inclusion of students with disabilities/special needs as per provisions of the Act.
- (vi) The teachers are recruited with the minimum qualifications as laid down under sub-section (1) of section 23 of the Act.
- (vii) The existing teachers who, at the commencement of this Act do not possess minimum qualifications shall acquire such minimum qualifications within a period of 5 years from the date of commencement of the Act.
- (viii) The teachers perform their duties specified under sub-section (1) of section 24 of the Act and those under the rules issued thereunder.
- (ix) The teachers shall not engage himself or herself in non-educational and private teaching activities otherwise than permitted under the Act.

6. The school shall follow the syllabus on the basis of curriculum laid down by State Government/Educational Authority.

7. The school shall maintain the standards and norms of the school as specified in section 19 of the Act and the Rules issued thereunder and the facilities reported at the time of last inspection are as given under:—

- \* Area of school campus
- \* Total built up area
- \* Area of play ground
- \* No. of class rooms
- \* Room for Headmaster-cum-office-cum-Storeroom
- \* Separate toilet for boys and girls with water supply
- \* Drinking water facility
- \* Kitchen for cooking mid day meal
- \* Barrier free Access.

Availability of Teaching Learning Material/Games and Sports Equipments/ Library/Laboratory, Information and Communication Technology, Language Laboratory.

8. No unrecognized classes shall run within the premises of the school or outside in the same name of the school.

9. The school buildings or other structures or the grounds are used only for the purpose of education and skill development.

10. The school is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust or an educational agency constituted under any law for the time being in force.

11. The school is not run for profit to any individual, group or association of individuals or any other persons.

12. The accounts shall be audited and certified by a Chartered Accountant and proper accounts statements shall be prepared as per rules. A copy each of the statement of Accounts shall be sent to the Assistant Educational Officer every year.

13. The school furnishes such reports and information as may be required by the Assistant Educational Officer from time to time and complies with such instructions of the Government to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.

14. The recognition Code Number allotted to your school is .....This may please be noted and quoted for any correspondence with this office.

15. Renewal of Registration of school is to, be ensured as applicable.

16. This certificate of recognition granted under the provisions of Right of Children to Free and Compulsory Education Act, 2009 relates to classes 1 to 8. The recognition granted under the provisions of Kerala Education Act and Rules issued thereunder or other orders in force will continue in respect of standards above class 8.

17. Other conditions as per Annexure attached shall also be complied with.

Yours faithfully,

*Deputy Director of Education.*

FORM No. III

**APPLICATION FOR RECOGNITION OF EXISTING UN RECOGNISED SCHOOL/FOR PERMISSION TO OPEN NEW SCHOOL/UPGRADATION OF EXISTING RECOGNISED SCHOOL**

[See Rule 14 Sub rule (10), (14)]

To

The Assistant Educational Officer,  
(Name of District and Sub District)

Sir,

I forward herewith an application in Form No.3, in compliance with the norms and standards specified in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 for obtaining permission to open a new school/for up-gradation of existing recognized school known as .....school having classes from.....to..... run by .....educational agency since.....(year of starting the school).

Yours faithfully,

*Chairman of Managing Committee/Manager.*

Enclosures.....Nos.

Place :

Date :

FORM No. III

**APPLICATION FOR RECOGNITION OF EXISTING  
UNRECOGNISED SCHOOL/**

[Under rule 14 sub rules (10) and (14)]

**UPGRADATION OF EXISTING RECOGNISED SCHOOL/  
PERMISSION TO OPEN NEW SCHOOL**

## PART I

## A. GENERAL INFORMATION

<b>A. GENERAL INFORMATION</b>	
1 Name of applicant (a) Designation (if any)  (b) Address  (c) Phone No. (Off.)  (Resi.)	
2 Whether the application is for (a) recognition of existing unrecognized school — Yes/No (b) up-gradation of existing recognized school—Yes/No (c) Permission to open new school—Yes/No	
3 Whether Individual/Corporate Management/ Educational Agency/Society/Trust	
4 Name and address of the agency seeking recognition/up-gradation	
5 (a) Whether it is recognised or not (if recognised state Recognition No. & Year) (b) Standards already recognized (c) Standards for which recognition is now sought	

6 Period until which registration of the Agency is valid	
7 Whether there is a proof of non proprietary character of the Trust/Society/Managing Committee/Educational Agency/Committee supported by list of members with their address on an affidavit in copy	
8 Number of schools under the Agency	
9 Name-official address of the Manager/ President/Chairman of the school  (a) Designation  (b) Address  (c) Phone No. (Off.)  (Res.)	
10. Location of the school  (i) District  (ii) Taluk  iii) Block  (iv) Village	
11. Location with respect to neighbouring schools as-per enclosed sketch plan of the locality with names of all the schools with in a radius of 3 kms of the proposed site and the distance from it. The distance from the nearest cemetery or cremation ground or slaughter house.	<i>Taluk</i>  <i>Distance from Village the proposed site of school</i>  IP  UP  HS



<p>12. Class and grade of school with highest standard of instruction intended</p> <p>(a) whether new or in continuation of the existing school</p> <p>(b) Date on which it is proposed to open the school</p>	
<p>13. Reason for opening the school</p> <ul style="list-style-type: none"> <li>• Here furnish details of child census conducted by the local authority/SSA</li> <li>• Justify educational need of the area concerned</li> <li>• Whether such educational need is certified by the AEO and the local authority</li> </ul>	
<p>14. Whether the school will be open to all the classes of the community</p>	
<p>15. (a) Nature of tenure of ownership of the property</p> <p>(b) Whether the applicant proposes to acquire the land for the school and if so when</p> <p>(c) Extent of land of the existing school which is proposed to be upgraded.</p> <p>(d) Does this school have its own building or is it running in a rented building</p>	

<p>(e) Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development</p> <p>(f) Total area of the school property (in sq. meters) with Survey No./Village/Taluk</p> <p>(g) Built in area of the school (in sq. meters)</p> <p>(h) Specify whether shift or sessional system is followed</p>	
<p>16. Details of the guarantees, the applicant can give in support of his ability to conduct the school successfully from the financial point of view</p> <p>(a) Land</p> <p>(b) Landed property for school</p> <p>(c) Nature of accommodation</p> <p>(d) Cash-deposits</p> <p>(e) Other guarantees</p>	
<p>17. Whether the applicant is already the educational agency of any other recognized institution under the Education Department and if so the name of that institution</p>	

18. Whether the applicant is prepared to furnish cash security required by the department	
19. Whether the applicant intends to run school as an aided or as a recognized school	
20. Whether the applicant or if corporate, any member has been convicted of an offence involving moral turpitude by a court of law, if so give details	
21. Whether the applicant is prepared to absorb qualified teachers/non-teaching staff who are eligible for protection and who have been retrenched from any of the Govt./Aided HSS/HS/UP/LP schools in the revenue district in which the applicant proposes to open/upgrade the school and if so whether an agreement to that effect has been furnished.	

## PART II

**B. SCHOOL DETAILS**

1. Name of the proposed school with school code (if any)	
2. Year and date of opening the school/proposed date	
3. Academic session classes from.....to.....	
4. School Timings	
5. District	
6. Postal Address	
7. Grama Panchayat/ Municipality/Corporation	
8. Taluk	
9. Block	
10. Name of Education Sub District (AEO)	
11. Name of Education District (DEO)	
12. Pin code	
13. Phone No. with STD code	
14. Fax No.	
15. E-mail address	
16. Nearest Police Station	
17. Medium of Instruction	

18.	Whether Malayalam is taught as a language for all students	
19.	Type of school (specify entry and exit classes)	
20.	If aided, the name of agency and percentage of aid	
21.	Fees charged in each standard	

## PART III

## C. ENROLLMENT STATUS

Class	No. of Sections	No of Students	
		Boys	Girls
1. Pre-Primary			
2. I—V			
3. VI—VIII			
4. No. of students from weaker and disadvantaged section admitted under section 12 (1) (c) in pre-primary and class 1			
5. Whether the Unique Identification Number and biometric details of each student is maintained in the school ?			

## PART IV

## D. INFRASTRUCTURE DETAILS AND SANITARY FACILITIES

	Room	Number	Average Size (in m <sup>2</sup> )
1.	Classroom		
2.	Office room-cum-Store Room-Cum-Headmaster Room		
3.	Whether any classes are conducted in thatched buildings		
4.	No. of rooms used for purposes other than teaching (different clubs and co-curricular activities)		
5.	Resource Room		
6.	Kitchen-cum-Store		
7.	Area of playground (in m <sup>2</sup> )		
8.	Type and number of drinking water facility		
9.	Sanitary Conditions:		
	(i) Lavatories and Urinals		
	(ii) Number of Urinals/Lavatories separately for boys with water supply		
	(iii) Urinals/Lavatories separately for girls with water supply		
10.	Specify facilities provided for disposal of waste (compost pit, biogas plant etc.).		

## PART V

**E. OTHER FACILITIES**

1. Whether all facilities have barrier free access
2. Teaching Learning Material (attach list)
3. Sports and Play equipments (attach list)
4. Books in Library <ul style="list-style-type: none"> <li>▪ Books (No. books)</li> <li>▪ Periodicals/Newspapers</li> </ul>
5. Laboratory Facilities: <ol style="list-style-type: none"> <li>(1) Science (list of equipments)</li> <li>(2) Information and Communication Technology (computers, LCD etc.)</li> <li>(3) Language Laboratory (equipments)</li> <li>(4) Social Science (equipments, collections)</li> <li>(5) Mathematics (equipments, collections)</li> </ol>

## PART VI

**E. INCOME AND EXPENDITURE**

*Total Income and Expenditure during last 3 years Surplus/Deficit*

Year	Income	Expenditure	Surplus	Deficit

## PART VII

**G. PARTICULARS OF TEACHING STAFF****1. Teachers in Primary/Upper Primary exclusively (details of each teacher separately)**

Teacher Name (and UIN when available)	Father/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/ Subject Assigned	Appointment Date	Trained or Untrained
Basic knowledge/ in computer applications	Salary as signed	Whether the stipulations in Rule 18 are observed

**2. Teachers in Both Elementary and Secondary (details of each teacher separately)**

Teacher Name (and UIN when available)	Father/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/Subject Assigned	Appointment Date	Trained or Untrained
Basic knowledge/ experience in computer applications	Salary as signed	Whether the stipulations in Rule 18 are observed

## 3. Head Teacher

Teacher Name (and UIN when available)	Father/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/Subject Assigned	Appointment Date	Trained or Untrained
Basic knowledge/ experience in computer application	Salary assigned	Whether the stipulations in Rule 18 are observed

## PART VIII

## H. CURRICULUM AND SYLLABUS

1	Details of curriculum & syllabus followed in each class (upto VIII)
2	System of Pupil Assessment
3	Details of arrangements for remedial coaching and special training
4	Number of academic inspections by Assistant Educational Officer, District Educational Officer/other educational authority during the last academic year

## PART IX

## I. CLASSWISE DETAILS OF STUDENTS

Sl No	Name of the student	Unique Identification No.	Standard	Name of address of the parent
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(j) Certified that the school has also submitted information in electronic form to the Assistant Educational Officer and in the data capture format of District Information System of Education (DISE) of SSA along with this application.

(k) Certified that the school is open to inspection by any officer authorized by the State Government

(l) Certified that the school undertakes to furnish such reports and information as may be required by the Assistant Educational Officer from time to time and complies with such instructions of the State Government and the Assistant Educational Officer to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;

(m) Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any officer authorized by the Assistant Educational Officer and the school shall furnish all such information as may be necessary to enable the State Government or the Local Body to discharge its obligations to State Legislature/Grama Panchayath/Municipal Corporation as the case may be.

(n) Certified that no unrecognized classes are being run within the premises of the school or out side in the same name of school.

(o) Certified that the school buildings or other structures or the grounds are used only for the purpose of education and skill development.

(p) Certified that 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.

(q) Certified that the school is not run for profit to any individual, group or association of individuals or any other persons.

(r) Certified that the accounts shall be audited and certified by a Chartered Accountant and proper accounts statements prepared as per rules. A copy of each of the statements of Accounts shall be sent to the Assistant Educational Officer, every year.

**Declaration**

I, solemnly declare that all the information furnished above are true.

On behalf of the management of the school, I hereby declare that the school fulfills all the conditions specified in the Right to Education Act, 2009 and the Rules thereunder and I promise to comply with all the conditions relating to the recognition of schools affording public instruction and other matters which are laid down in the RTE Act and the Rules under it.

Place:

Date :

*Educational Agency or Manager*

FORM NO. III A

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION

(Name of Sub-District/District)

Gram:

Phone :

E-Mail:

Fax :

To

The Manager,

(Name and address of school)

*Sub:*—Certificate of Recognition for the School under sub-rule (10)/sub-rule (14) of rule 14 of Right of Children to Free and Compulsory Education Rules, 2011 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 recognition to the.....

(name of the school with address) for Class.....to Class.....w.e.f.....

Yours faithfully,

*Deputy Director of Education.*

FORM NO. IV

DECLARATION

DATE OF BIRTH

(To be sworn by the Parent/Guardian of the Pupil)

[See rule 12]

I, ..... son/daughter of .....

..... aged ..... years and now residing

at .....

..... (give

full address) hereby solemnly affirm and declare that the date of birth of my

ward ..... is ..... and the place

of birth is .....

Place:

Signature

Date:

Name of parent/guardian.

FORM NO. V

CERTIFICATE OF ELEMENTARY SCHOOL EDUCATION

(Rule 21 The Right of Children to Free and Compulsory Education Kerala Rules, 2011)

This is to certify that .....

having Unique Identification Number .....

S/o/D/o Ward of Sri./Smt. ....

..... (H.E. Name and full address of parent or Guardian) with date of birth on ..... has been evaluated in the school and has completed the elementary education course on ..... (specify year & month).

The Pupil Cumulative Record and Health Card is attached. He/She has proven ability in .....

He/She is eligible to continue his/her studies in the next higher class.

Place:

Date:

Headmaster.

Office Seal