

**FICCI-Shardul Amarchand Mangaldas - Model Education Code for Self - Financed
Independent Schools**

Model Self - Financed Independent Schools (Establishment and Regulation) Rules, 2017

Arrangement of the Rules

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CHAPTER I – PRELIMINARY

1. Short title and commencement

- (1) These Rules may be called the Model Self-Financed Independent Schools (Establishment and Regulation) Rules, 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

In these Rules, unless the context otherwise requires:

- (a) “Code” means the Model Self-Financed Independent Schools (Establishment and Regulation) Code, 2017;
- (b) “Affiliating Board” means the concerned Board referred to in clause (d) of Section 2;
- (c) “Appendix” means the appendix appended to these Rules;
- (d) “appropriate authority” means the authority designated by the Government as follows:

- (i) For grant of permission for establishment, upgradation and recognition:

Category of Schools	Appropriate Authority
Pre-primary and primary schools	[•]
Middle, secondary and senior secondary schools	[•]

- (ii) For disclosure of fees:

Category of Schools	Appropriate Authority
Pre-primary and primary schools	[•]
Middle, secondary and senior secondary schools	[•]

- (e) “Form” means a form annexed to these Rules;
- (f) “middle school level” means a level of education from classes VI to VIII (both inclusive);

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- (g) “Nationalized Bank” means a bank constituted under Section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980;
- (h) “pre-primary level” means a level of education below the primary level, such as [nursery and kindergarten]¹;
- (i) “prescribed authority” means the authority designated by the Government as follows :

- (i) For grant of permission for establishment, upgradation and recognition:

Category of Schools	Appropriate Authority
Pre-primary and primary schools	[•]
Middle, secondary and senior secondary schools	[•]

- (ii) For disclosure of fees

Category of Schools	Appropriate Authority
Pre-primary and primary schools	[•]
Middle, secondary and senior secondary schools	[•]

- (j) “primary level” means a level of education from classes I to V (both inclusive);
- (k) “Rule” shall mean a reference to a rule in these Model Self-Financed Independent Schools (Establishment and Regulation) Rules, 2017;
- (l) “Rural area” means a rural area as defined under [•];
- (m) “Scheduled Bank” means a bank referred to in the Second Schedule to the Reserve Bank of India Act, 1934;
- (n) “secondary level” means a level of education including classes IX and X;
- (o) “Section” means a reference to a section of the Code;
- (p) “senior secondary level” means a level of education including classes XI and XII;
- (q) “Urban area” means an urban area as defined under the [•];and
- (r) Words and expressions used in these Rules, but not defined, shall have the same meaning as assigned to them in the Code.

¹ The terms ‘nursery’ and ‘kindergarten’ shall be defined by the State appropriately.

CHAPTER II – ESTABLISHMENT AND RECOGNITION

3. Permission for establishment of a new school or upgradation of a recognised school

- (1) Every eligible educational entity, desirous of establishing a new school or upgrading a recognised school under Section 5, shall apply to the appropriate authority in Form [form number], along with the following application fee, expressing its intention to establish a new school or upgrade a recognised school:

Category of School	Application fee
(1) Pre-primary school	INR. [insert amount]
(2) Primary school	INR. [insert amount]
(3) Middle school	INR. [insert amount]
(4) Secondary school	INR. [insert amount]
(5) Senior secondary school	INR. [insert amount]

- (2) The applicant, in addition to the application shall, give an undertaking containing the following particulars, namely:
- a. the area in which the new school is proposed to be established, and the approximate number of students likely to be enrolled in that school;
 - b. the level of education intended to be imparted in the new school and in case of a secondary or a senior secondary school, the Affiliating Board it is proposing to obtain affiliation from;
 - c. evidence of ownership or of lease of the land and/or building for the purposes of the new school, as the case may be, in terms of the minimum requirements prescribed under Rule 4;
 - d. a sketch plan of the site indicating the location of the school;
 - e. a plan of the building to evidence that the minimum requirements for recognition in terms of Rule 4 are going to be complied with;
 - f. evidence of creation of an endowment fund in terms of Rule 4;
 - g. the financial resources from which the expenses for the establishment and operation of the school shall be met;
 - h. a copy of the constitution document and bye-laws of the eligible educational entity registered with the respective registration authorities, together with the list of office bearers of the eligible educational entity; and

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- i. any other facility which is proposed to be provided for the students of the new school.
- (3) On receipt of an application, the appropriate authority shall cause such verification of the application as is necessary and make such inquiries as it deems fit, within thirty days of receipt of the application.
- (4) The appropriate authority may, through a written communication, seek additional information or documents from the applicant. The applicant shall furnish the required information or documents within fifteen days of the receipt of such communication from the appropriate authority.
- (5) Upon satisfaction with the application and the additional information or documents provided, if any, the appropriate authority shall issue a letter of intent in Form [form number], no later than sixty days from the date of receipt of the application or the receipt of additional information or documents, whichever is later.
- (6) If no decision is taken within such period, the consent will be deemed to have been granted. However, such consent does not enable the school to get recognition automatically, for which the applicant shall have to fulfil all the required conditions.
- (7) In the event that the appropriate authority is not satisfied with the application, it may, stating reasons in writing, refuse to grant consent to the eligible educational entity.
- (8) The letter of intent granted to establish a new school shall be effective from the date decided upon by the appropriate authority and ordinarily, it shall be granted from the date of commencement of the next academic session. The consent shall be valid for a period of two years.
- (9) In case the eligible educational entity fails to establish the school within two years from the effective date of the letter of intent, it may, through an application in writing, stating reasons, seek an extension of the validity of the letter of intent.
- (10) Upon receipt of application for extension under sub-clause (9), the appropriate authority may grant such extension through endorsement on the letter of intent.
- (11) Unless specifically extended in terms of sub-clause (10) above, the letter of intent or the deemed consent granted to an eligible educational entity shall lapse upon:
 - (a) in case of letter of intent, the end of the validity period as stated in such letter; or
 - (b) in case of deemed consent, end of two years from the effective date of deemed consent.

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4. Conditions for recognition

In addition to the conditions that may be prescribed in the letter of intent or the certificate of recognition in terms of Rules 3, 6 and 7, no school shall be granted consent or shall be recognised, or continue to be recognised by the appropriate authority unless the school fulfils the following conditions, namely:

- (a) (i) that the school is run by an eligible educational entity and is managed in accordance with a scheme of management made under Section 8;
- (ii) that consent for opening of a new school or upgradation of a recognised school, has been obtained in terms of Rule 3.
- (b) that an endowment fund has been created by depositing an amount as specified below, by way of a National Saving Certificate or a Fixed Deposit in any Nationalized Bank or Scheduled Bank, as a security deposit; and by pledging, such certificate or fixed deposit receipt obtained in the name of the school, with the concerned District Education Officer:

Category of School	Amount
(1) Pre-primary school	INR. [insert amount]
(2) Primary school	INR. [insert amount]
(3) Middle school	INR. [insert amount]
(4) Secondary school	INR. [insert amount]
(5) Senior secondary school	INR. [insert amount]

- (c) that the land and/or building for the purposes of the school, by ownership or by a long term lease for a period not less than [nine] years, is as per the following minimum land and building requirements:
 - (i) Land:

School	Minimum Land Area (in sq. ft.)	Nature of Area
Pre-primary school	[•]	Rural area
	[•]	Urban area
Primary school	[•]	Rural area
	[•]	Urban area
Middle school	[•]	Rural area
	[•]	Urban area
Secondary school	[•]	Rural area
	[•]	Urban area
Senior secondary school	[•]	Rural area
	[•]	Urban area

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(ii) Building:

School	Minimum Built Up Area	Nature of Area
Pre-primary school	[•]	Rural area
	[•]	Urban area
Primary school	[•]	Rural area
	[•]	Urban area
Middle school	[•]	Rural area
	[•]	Urban area
Secondary school	[•]	Rural area
	[•]	Urban area
Senior secondary school	[•]	Rural area
	[•]	Urban area

- (d) that the eligible educational entity's ownership /leasehold rights over the land and/or building upon which the school is situated, are valid and subsisting;
- (e) that there is adequate space for the smooth conduct of classes which is approximately [*insert the area*] sq.ft. per student, and shall be calculated section wise;
- (f) that the balconies in case of high rise buildings, have adequate provisions for the safety of the students such as grills, safety nets, safety walls, etc.;
- (g) that fire extinguishers and fire-fighting equipment, as prescribed in the National Building Code of India, 2016 and approved by the fire service department of the State, have been provided;
- (h) that, if applicable, the rules, regulations and other orders issued by the concerned transport authority, regarding the maintenance of vehicles, and the safety of children, are followed, and the relevant fitness certificates of the school vehicles from the concerned transport authorities, as prescribed by the Government from time to time, have been obtained;
- (i) that there is adequate space for laboratory, library, workshop and canteen facilities;
- (j) that the furniture and the equipment in the school is adequate and suitable for an educational institution;
- (k) that there is a provision for adequate ventilation, such as fans, air-conditioners, etc., in each classroom;
- (l) that in case of middle, secondary and senior secondary school, adequate facilities for imparting ICT enabled education are in place;
- (m) that adequate sanitary facilities for children and staff have been provided;
- (n) that adequate drinking water facilities has been provided;

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- (o) that adequate playground facility has been provided;
- (p) that compliance has been ensured with minimum safety norms for school buildings, based on which structural soundness, occupancy certificates or other similar certificates have been obtained;
- (q) that the managing committee observes the provisions of these Rules;
- (r) that first aid kits have been provided in sufficient numbers in the school premises;
- (s) that the provision of zebra crossings at the roads near the school has been ensured;
- (t) that adequate personnel to guide the movement of the children, to ensure road safety, and electronic surveillance systems to ensure safety and security of children, have been deployed;
- (u) that there is no thoroughfare through any part of the school's premises and the student area is completely secured and inaccessible from public passages;
- (v) that the managing committee has formulated a policy for prevention of sexual harassment, policy for child protection, and a school disaster management plan in terms of these Rules;
- (w) that the National Policy of Education, 1986 envisages exclusion of corporal punishments to children in schools. Therefore, the head of the school shall ensure that the students are not subject to corporal punishments of any nature under any circumstances and the staff enforcing such punishments against the students shall be subject to suitable disciplinary action;
- (x) that no candidate, whose certificate has been suspended or who has been convicted for offences involving moral turpitude or has crossed the prescribed age limits, has been appointed or shall be appointed, as a teacher in a school;
- (y) that all the teachers are suitably trained, possessing minimum qualifications as prescribed under these Rules, and are academically and otherwise suitable to teach in a school;
- (z) that the terms on which the teachers are engaged are reflected in the written agreement between the school and each teacher as prescribed;
- (aa) that the salaries of teaching and non-teaching staff are paid regularly;
- (bb) that the school shall, in addition to academic activities, ensure the provisions for physical education, co-curricular activities, etc.
- (cc) that the admission to the school is open to all without any discrimination based on religion, caste, race, place of birth or any other whimsical or for extraneous reasons;
- (dd) that the school shall collect fee only in accordance with the Code or these Rules;

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- (ee) that the school makes mandatory annual disclosures as required under Section 19;
- (ff) that the school furnishes such reports and information as may be required by the appropriate authority, from time to time, and complies with such instructions of the appropriate authority, as may be issued, to ensure the continuous fulfilment of the conditions of recognition or the removal of deficiencies in the working of the school;
- (gg) that the school shall maintain all records as per Rule 30;
- (hh) that the eligible educational entity or the managing committee shall not carry on or encourage any propaganda or practice wounding the religious or regional feelings of any class of citizens of India or insulting the religion or the religious beliefs of that class or indulge in any act that undermines national integrity and insult to national anthem and national flag;
- (ii) that the school building or other structures are used, during the day or night, only for educational purposes and for providing sporting or other extra-curricular facilities, as may permitted and recognised by the State from time to time, including, *inter alia*, sports academies and creative art studios, for the students as well as others, after school hours;
- (jj) that unless specifically exempted, all the conditions under the Code and these Rules, shall be complied with;
- (kk) that any other requirements as may be prescribed by the State from time to time, shall be complied with; and
- (ll) that separate guidelines containing additional requirements for schools that provide boarding facilities, if prescribed by the State, through a notification, have been complied with.

5. Procedure for application for recognition

- (1) Every eligible educational entity seeking recognition under sub-section (1) of Section 6, may make an application in Form [*form number*], along with the fees prescribed in sub-rule (2) below, to the appropriate authority. Such application shall be submitted within the time period prescribed under Section 5. The appropriate authority shall issue a receipt acknowledging the submission of the said application.
- (2) Every application shall be accompanied by the following documents:
 - (a) a copy of the letter of intent obtained under Rule 3 or in case of deemed consent, a copy of the application for consent submitted under Rule 3;
 - (b) evidence in support of payment of the following application fee to the appropriate authority:

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Category of School	Application fee
(1) Pre-primary school	INR. [insert amount]
(2) Primary school	INR. [insert amount]
(3) Middle school	INR. [insert amount]
(4) Secondary school	INR. [insert amount]
(5) Senior secondary school	INR. [insert amount]

- (c) structural soundness certificate of the school building premises;
- (d) occupancy certificate from the authorities concerned;
- (e) sanitary certificate from the authority concerned, regarding the adequacy of health and sanitation facilities;
- (f) no-objection certificates from the fire department with respect to the compliance with the applicable norms;
- (g) an undertaking containing the following particulars:
- that the school has been established in compliance with the terms and conditions stated in the letter of intent, if any;
 - that the land and building owned or leased, is free from litigation;
 - that there is no complaint/enquiry pending against the eligible educational entity with regard to the school premises;
 - that the school has purchased adequate library resources (such as books, e-readers, e-books, subscription to online databases, etc.), laboratory equipment, sports material, furniture, etc.;
 - that the school has appointed qualified staff, as prescribed under these Rules; and
 - in case the eligible educational entity is desirous of operating secondary or senior secondary levels, that it shall obtain affiliation to an Affiliating Board before the commencement of such level.
- (3) Every eligible educational entity seeking recognition of an existing school under sub-section (3) of Section 6 may make an application in Form [form number], along with the fees specified in sub-rule (2), to the appropriate authority, expressing its intention to obtain recognition under the Code. Such application shall be submitted within one year from commencement of the Code. The appropriate authority shall issue a receipt acknowledging the submission of the said application. Every application shall be accompanied by the documents listed in sub-rule (2) above.
- (4) Every eligible educational entity seeking upgradation of a recognised school under sub-section (1) of Section 6, may make an application in Form [form number], along with the fees specified in sub-rule (2), to the appropriate

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authority, expressing its intention to obtain recognition under the Code. Such application shall be submitted within the time period prescribed under Section 5. The appropriate authority shall issue a receipt acknowledging the submission of the said application. Every application shall be accompanied by the documents listed in sub-rule (2) above.

- (5) The State may, through a notification, exempt an existing school seeking recognition under the Code or a qualified eligible educational entity desirous of establishing a school in the State or an eligible educational entity seeking upgradation of a recognised school, from the requirement of any of the documents referred to in sub-rule (2) above.

6. Procedure for grant of recognition to a new school and upgradation of a recognised school

- (1) The appropriate authority shall, within thirty days of receipt of the application, in terms of sub-rule (1) and sub-rule (4) of Rule 5, scrutinise the same, taking into account the prescribed norms and conditions.
- (2) Upon scrutiny, the appropriate authority may, through a written communication, seek additional information or documents from the applicant. The applicant shall furnish the required information or documents within fifteen days of the receipt of the communication from the appropriate authority.
- (3) Upon satisfaction with the application and the additional information or documents provided, if any, the appropriate authority shall issue a recognition certificate in Form [*form number*], granting recognition to the school, no later than two months from the date of receipt of the application or the receipt of additional information or documents, whichever is later.
- (4) In case of extraordinary circumstances, the appropriate authority may, stating its reasons in writing, refuse to grant recognition to an eligible educational entity that has fulfilled all the conditions specified in the letter of intent.
- (5) In the event of refusal to grant recognition or no response from the appropriate authority within the specified period, the eligible educational entity may prefer an appeal against such refusal or inaction in terms of Rule 8.

7. Procedure for recognition in certain cases

- (1) The appropriate authority shall, within seven days of receipt of the application from an existing school under sub-rule (3) of Rule 5, or a qualified eligible educational entity under sub-rule (1) of Rule 5, scrutinise the same, taking into account the prescribed norms and conditions.
- (2) Upon scrutiny, the appropriate authority may, through a written communication, seek additional information or documents from the applicant. The applicant shall furnish such required information or

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documents within fifteen days of the receipt of the communication from the appropriate authority.

- (3) Upon satisfaction with the application and the confirmation provided, if any, the appropriate authority shall issue a recognition certificate in Form [*form number*], granting recognition to the school, no later than one month from the date of receipt of the application or the receipt of additional information or documents, whichever is later.
- (4) In the event that the appropriate authority is not satisfied with the application, it may stating reasons in writing, refuse to grant recognition to the school.

8. Appeal against refusal of recognition

- (1) In the event of refusal of the application or inaction by the appropriate authority, during the specified period in terms of Rules 6 and 7, the aggrieved eligible educational entity may prefer an appeal to the prescribed authority in Form [*form number*], along with the following documents :
 - (a) a copy of the application for recognition submitted to the appropriate authority, along with the acknowledgment receipt issued to the applicant by the appropriate authority and a copy of the refusal letter, if any;
 - (b) an application fee of INR. [*insert amount*];
 - (c) a statement containing the grounds for appeal and full facts of the case; and
 - (d) other supporting documents, if any.
- (2) Upon filing of the appeal, the prescribed authority shall within thirty days, call for the relevant records from the appropriate authority which refused recognition or did not act upon the appellant's application for recognition.
- (3) The prescribed authority may, upon scrutiny of the appeal and the records obtained in sub-rule (2), seek additional information or documents pertaining to the said appeal and set a date for hearing of the appeal.
- (4) Upon conclusion of the hearing(s), the prescribed authority may, by a written order:
 - (a) direct the appropriate authority to grant recognition to the appellant;
or
 - (b) direct the appropriate authority to scrutinise the appellant's application for recognition; or
 - (c) dismiss the appeal, stating reasons.

9. Date of Recognition

The recognition given to a school shall be effective from the date decided upon by the appropriate authority and ordinarily recognition shall be given from the date of commencement of the next academic year.

10. Review of Recognition

- (1) The recognition granted shall be reviewed every [*nine*] years.
- (2) If the managing committee fails to comply with any of the conditions and facilities specified in these Rules, the appropriate authority shall give a notice of such default, providing the managing committee a reasonable opportunity of being heard and rectifying such defects/deficiencies.
- (3) In the event the managing committee fails to rectify the defects/deficiencies within the given time period, the appropriate authority shall initiate the process to withdraw recognition.

11. Lapse of recognition

- (1) The recognition of the recognised school shall lapse if the recognised school:
 - (a) ceases to exist; or
 - (b) where the recognition has not been used for two academic years.
- (2) The appropriate authority shall, within seven days of lapse of recognition of the recognised school, issue a notice to the school communicating such lapse.
- (3) If the recognised school fails to satisfy the appropriate authority of reasons for such lapse, within [*insert the number of days*] days from the date of service of such notice, the recognition shall stand lapsed.

12. Withdrawal or suspension of recognition

- (1) Where the appropriate authority receives a complaint that the managing committee of the recognised school has obtained recognition by fraud, or by misrepresentation, or by suppression of any particulars, or after obtaining recognition has failed to continue to comply with any of the conditions specified in the Code or these Rules, or continues to contravene provisions of the Code or these Rules, it shall commence proceedings for suspension or withdrawal of recognition.
- (2) Upon satisfaction that any of the events mentioned in sub- rule (1) above have occurred, the appropriate authority shall issue a show-cause notice to the managing committee guilty of any of the violations mentioned in sub-rule (1), directing it to file its response.
- (3) The managing committee shall file its response within fifteen days of the receipt of the show-cause notice.
- (4) The appropriate authority may, upon scrutiny of the response, seek additional documents or information. The managing committee shall submit such additional documents within seven days of receipt of such communication.
- (5) Upon receipt of the additional documentation/ information, if any, the appropriate authority shall set a date for hearing.

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- (6) Upon conclusion of the hearing(s) and consideration of the response to the show-cause notice, the appropriate authority may, by a written order:
 - (a) where it is satisfied that the deficiencies or defects are capable of immediate or early removal, suspend the recognition for such period as it may deem fit and direct the managing committee of the recognised school to remedy the deficiencies or defects to its satisfaction; or
 - (b) withdraw the recognition, along with reasons for withdrawal of such recognition.
- (7) Where the recognition of a recognised school has been withdrawn or suspended, no appropriate authority shall grant recognition to such recognised school, whether run by the name by which it was known at the time of such withdrawal or suspension, or by any other name, unless the recognised school has removed the deficiencies or defects for which the recognition has been withdrawn or suspended.
- (8) The withdrawal/suspension of recognition of a recognised school shall be effective from the first day of the new academic year.

13. Appeal against withdrawal/suspension of recognition

- (1) In the event of the withdrawal or suspension of recognition, the aggrieved managing committee may prefer an appeal to the prescribed authority in Form [*form number*], accompanied by:
 - (a) a certified copy of the order of suspension or withdrawal issued against it;
 - (b) an application fee of INR. [*insert amount*];
 - (c) a statement containing the grounds of appeal and full facts of the case; and
 - (d) other supporting documents, if any.
- (2) Upon filing of the appeal, the prescribed authority shall, within thirty days, call for the relevant records from the appropriate authority.
- (3) The prescribed authority may, upon scrutiny of the appeal and the records obtained in sub-rule (2), seek additional information or documents and set a date for hearing of the appeal.
- (4) Upon conclusion of the hearing(s), the prescribed authority may, by a written order:
 - (a) direct the appropriate authority to reverse the order of withdrawal or of suspension; or
 - (b) direct the appellant, to rectify the defects/deficiencies ordered to be rectified by the appropriate authority, in terms of sub-rule (6) of Rule 12; or
 - (c) dismiss the appeal, stating reasons.

14. Restoration of recognition

Recognition once withdrawn or suspended shall not be restored until the prescribed authority is satisfied that the reasons that led to the withdrawal or lapse of such recognition have been removed and the recognised school is compliant with the provisions of these Rules.

15. Electronic clearance through a digital portal

For the purposes of the Code and these Rules, submission of applications, payment of application fees, approvals and permissions, etc. shall be obtained through a digital portal for carrying out all or any of the purposes of the Code and these Rules, as notified by the State.

CHAPTER III – OPERATIONS AND MANAGERMENTS

16. Procedure of affiliation

- (1) Every school seeking affiliation to any Board shall have to seek recognition first. After receiving recognition, it shall apply for the issuance of an NOC from the appropriate authority, if required by the Affiliating Board, with an application fee of INR. [*insert amount*].
- (2) The NOC granted to a recognised school, in terms of sub-rule(1), shall be effective from the date decided upon by the appropriate authority and shall ordinarily be effective from the commencement of next academic year. The NOC shall lapse if not utilized within two academic years.
- (3) Upon grant of affiliation, the recognised school, including those which have not obtained an NOC under this Rule, shall intimate the appropriate authority, in writing, along with a copy of a document evidencing such affiliation.
- (4) In case a recognised school is seeking a change of affiliation, it shall intimate the appropriate authority of the same. Further, upon grant of new affiliation, such recognised school shall intimate the appropriate authority in writing, along with a copy of a document evidencing such fresh affiliation.
- (5) In case a recognised school is seeking affiliation to a State established Board, such school shall seek affiliation from the District Education Officer or the appropriate authority, as the case may be, which shall grant affiliation in terms of the concerned affiliation policy of the State.
- (6) The recognised school shall also publish the document evidencing affiliation on its website.

17. Scheme of Management

- (1) A recognised school shall prepare a scheme of management, which shall provide, *inter alia*, the following: -
 - (a) for the constitution of the managing committee in terms of Section 8;
 - (b) for persons mentioned in sub- section 2(a) and (c) of Section 8 to officiate as the Chairman and the Vice-Chairman of the managing

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committee and for the head of the school to officiate as the Secretary of the managing committee.

- (c) for the term of office of the members of the managing committee and the manner of its reconstitution or filling of any vacancy occurring therein;
- (d) for the manner in which the managing committee shall conduct its meetings;
- (e) for the duties (including, *inter alia*, ensuring that the recognised school has adequate facilities, fixation of the fee structure of the recognised school and the salary structure of the staff of the said school, etc.), powers and responsibilities of the managing committee, which shall include control over appointments, disciplinary action, and control on staff, and shall also provide that no financial irregularity is committed or any irregular procedure is followed;
- (f) the duties, powers and responsibilities of the head of the school, which shall provide that he/she shall:
 - function as the head of the school and carry out all administrative duties required for the institution;
 - ensure regular appraisal of the operations of the recognised school by the managing committee;
 - be the drawing and disbursing officer for the staff of the school;
 - handle official correspondence relating to the recognised school;
 - supervise, guide and control the work of the teaching and non-teaching staff of the recognised school;
 - be in charge of admissions in the recognised school, preparation of recognised school's time table, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and the conduct of school examinations in accordance with the instructions issued by the Affiliating Board from time to time, and he/she shall discharge these duties in consultation with his/her colleagues;
 - plan the year's academic work in advance in consultation with his/her colleagues and hold staff meetings, at least [*insert the number of times a month, the staff meeting is to be held*] a month, review the work done during the month and assess the progress of the students;
 - promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound;

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- supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area, as well as inter-subject co-ordination;
 - arrange for special remedial teaching of the children (belonging to the weaker sections of the community as also of other children) who need such remedial teaching;
- (g) appointment of the manager, the terms and conditions of his/her appointment, his/her educational and social status, removal of the manager, filling up of vacancy in the office of the manager and his/her duties and responsibilities, subject to the following:
- no staff of a recognised school shall be appointed as the manager;
 - bills (including bills relating to the salaries and allowances of the teachers and non-teaching staff) shall be signed by the manager or the head of the school, as the case may be;
 - the manager shall be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics, as may be prescribed from time to time;
 - manager shall conduct physical verification of the recognised school's property and stocks atleast [*insert the number of times a year, the physical verification has to be conducted*] a year and ensure the maintenance of stock registers neatly and accurately;
 - the academic administration and academic work of the recognised school shall be attended to by the head of the school. The manager shall not interfere with the day-to-day academic administration and academic work of the recognised school; and
 - manager shall not be at the same time, the manager of any other recognised school and a person shall not be at the same time, the chairman of the managing committee and the manager.
- (h) no members of the managing committee shall be entitled to participate in any meeting at which his/her personal conduct is under discussion; and
- (i) the managing committee shall be subject to the control and supervision of the eligible educational entity by which such recognised school is run.

18. Composition of the Parent-Teacher Association

- (1) The Parent-Teacher Association shall be constituted by the head of the school at the beginning of each academic year. The term of such Parent-Teacher Association shall expire with the completion of the academic year.

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The parents of all the students of the recognised school shall be enrolled as members of the Parent-Teacher Association. The head of the school shall be the Chairperson and all the teachers shall be *ex officio* members.

- (2) Upon formation of the Parent-Teacher Association, an executive committee of the Parent-Teacher Association shall be constituted by nomination from amongst the members of the Parent-Teacher Association, which shall consist of equal number of parents and teachers and chaired by the head of the school.
- (3) The term of office of the members of the executive committee shall be for a period of one year from the date of their nomination and in case of a vacancy arising earlier, for any reason, such vacancy shall be filled for the remainder period of the term.

19. Powers and functions of Parent-Teacher Association

- (1) The executive committee shall convene a meeting of the Parent-Teacher Association atleast once in a year.
- (2) Upon formation of the executive committee, it shall convene a meeting of the Parent-Teacher Association for nomination of a member to the managing committee. One person from the Parent-Teacher Association, who shall be a parent, shall be nominated to the managing committee.
- (3) The functions of the Parent-Teacher Association shall be :
 - (a) to make parent-teacher consolation possible individually, as well as in a group.
 - (b) to arrange for parents to visit the school on appointment days and discuss the progress of the children.
 - (c) to mobilize community resources for the welfare of children.
 - (d) to provide opportunities to the teachers and the parents to meet on an equal footing and discuss the problems of their children in order to ensure their welfare.
 - (e) to increase co-operation and better understanding between parents and teachers.
 - (f) to arrange for social get together and program of recreation for parents and teachers.
 - (g) to organize activities for the welfare of the children.
- (4) The members of the Parent-Teacher Association shall be governed by a Code of Conduct to be formulated by managing committee of the recognised school.

20. Procedure for disclosures to be made by recognised schools for census or State conducted surveys

During the conduct of census or any surveys, if the State requires certain information from any recognised school, it shall direct the appropriate authority to send a written request, providing the recognised schools a period of atleast thirty days to the

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provide the information. The request shall ordinarily be in the form of a questionnaire with the recognised school attaching any additional supporting documents.

21. Medium of instruction and languages

- (1) The recognised school shall be at liberty to adopt any medium of instruction.
- (2) In the teaching of languages, the recognised school shall follow the requirements of the Affiliation Board.

Provided that the State may, through a notification from time to time, prescribe the teaching of an indigenous language.

22. Course of study

The courses of study for all levels shall, as the case may be, be such as may be specified or recommended by the recognised school or Affiliating Board.

23. Matter to be provided in the syllabi

The recognised school or Board, as the case may be, shall, while specifying the syllabi, decide the contents to be laid down and may adopt any textbooks based upon such contents.

24. Physical education

- (1) In every recognised school, suitable provisions shall be made for social services, physical, cultural, environmental and recreational activities.
- (2) The head of every recognised school may organize a general system of school games, so as to provide opportunities to all students for participation and shall provide the students with the equipment needed for such games.
- (3) A recognised school shall ensure that it appoints on a full-time basis, a suitably qualified physical education teacher, in terms of the minimum qualifications prescribed by the Affiliating Board.

25. School hours

The recognised schools may specify the time at which they shall commence and conclude the daily school hours. Different timings may be specified for different seasons of the year or for schools running in one shift or in multiple shifts (irrespective of its affiliation to any Board):

Provided that, the total student instructional school hours in a year for the primary, middle school, secondary and senior secondary levels of education shall not, ordinarily, be less than [insert the number of hours] hours.

Provided further that, in addition to [insert the number of student instructional hours] student instructional school hours, a teacher may not be required to devote more than [insert the number of hours] hours in a year, for remedial or other teaching.

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26. Academic year

The starting and closing of the academic year shall be in terms of the academic schedule notified by the Affiliating Board.

27. Vacation and holidays

- (1) Save as otherwise provided in Rule 25,
- (a) the total number of working days, including examination days, shall be not be less than the following number of days in a year:

Category of School	Minimum number of days
(1) Pre-primary school	[•]
(2) Primary school	[•]
(3) Middle school	[•]
(4) Secondary school	[•]
(5) Senior secondary school	[•]

- (b) all holidays / vacations as circulated/ notified by the State, in the Academic Calendar issued from time to time, shall be the authorised holidays for recognised schools.
- (2) Leave may be granted to students preparing for the examinations of the Board for such period as may be specified by that Board

Provided that, preparatory leave shall be given only when the head of the school is satisfied that the courses of study have been completed at such recognised school.

28. Code of Conduct for students

The code of conduct for the students of a recognised school shall be as per Appendix I.

29. Policies for ensuring safety of students, teaching and non-teaching staff

- (1) Every recognised school must formulate and ensure the annual updation of the following:
- (a) Child Protection Policy applicable to all personnel and persons related to the recognised school and who come in direct or indirect contact with the students;
- (b) School Disaster Management Plan containing, *inter alia*, provisions regarding compulsory bi-annual disaster management drills conducted by internal as well as external experts; and
- (c) Policy on Prevention of Sexual Harassment containing, *inter alia*, provisions to ensure prevention of sexual violence against and sexual

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abuse of the students, as well as the members of the teaching and non-teaching staff.

Provided that such policies of the recognised school shall comply with the conditions laid down under any State policies pertaining to safety of students, teaching and non-teaching staff and disaster management.

- (2) The policies enlisted in sub-rule (1) above, must be published on the school's notice board, and website.

30. Maintenance of Records

- (1) Every recognised school shall maintain the following records:
- (a) level wise admission and withdrawal of students;
 - (b) daily attendance of its students;
 - (c) a cash book, showing all its receipts and expenditure;
 - (d) a statistical register;
 - (e) an acquaintance roll of teachers;
 - (f) an acquaintance roll of scholarships;
 - (g) a pay bill register;
 - (h) a movement register;
 - (i) a time table adjustment register;
 - (j) a log book;
 - (k) a visitors' book;
 - (l) a fee and fund register;
 - (m) an order book;
 - (n) a hostel register, wherever applicable;
 - (o) a catalogue of library books and book issue;
 - (p) registers showing results of home examination and other examinations;
 - (q) of property and stock;
 - (r) a diary and dispatch register;
 - (s) statutory compliance register;
 - (t) of students' progress; and
 - (u) any other record prescribed by the appropriate authority from time to time.

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(2) Every recognised school shall maintain these records in electronic form.

31. Maintenance of hostel and security

In case a recognised school provides boarding facilities, it shall establish the necessary number of hostels for students and provide facilities, including, *inter alia*, the following:

- (a) accommodation;
- (b) furniture;
- (c) housekeeping staff;
- (d) warden;
- (e) mess facilities;
- (f) academic support system for after school hours;
- (g) medical facilities such as qualified medical practitioner, well-equipped infirmary, association with atleast one reputed hospital in the vicinity, etc.;
- (h) functional power back-up;
- (i) safety facilities such as security guards, electronic surveillance, etc.; and
- (j) any other care of the hostels as may be deemed necessary from time to time.

CHAPTER IV – ADMISSION, FEES AND FUND

32. Recognised schools to comply with State’s policies on admissions

The recognised school shall ensure that its admission policy does not violate any provisions of the Code or these Rules herein.

33. Furnishing of Aadhaar card at the time of admission

A recognised school may require parents seeking admission to such recognised school, to furnish the Aadhaar card of their child or of either parent, and for all international students, the passport number of such students.

34. Promotion of students

No student in a recognised school shall be promoted to a class higher than the one above the existing class.

Provided that in certain extraordinary cases, upon obtaining a specific permission from the State and the Affiliating Board, a student may be promoted to a class higher than the one above the existing class.

35. Additional disclosures to be made by the recognised school

A recognised school shall, sixty days prior to the commencement of admissions in each academic year, but not later than sixty days before the commencement of the academic year, shall make disclosures in terms of Annexure I to the appropriate

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authority, on the school's notice board, website, if any, and in the form of a brochure to be provided along with the admission form.

Provided that recognised schools charging annual fees not exceeding [twenty five thousand] rupees shall be exempt from providing the information requisitioned in Part C of Annexure I.

36. Additional factors for determination of fee

- (1) The following factors shall be considered while determining the fee, in addition to the factors mentioned in sub-section (1) of Section 12, namely:-
 - (a) the facilities given by schools under ICT i.e. hardware and software facilities;
 - (b) the student teacher ratio;
 - (c) other facilities made available to students such as swimming pool, sports facilities and performing arts, etc.;
 - (d) supply of books, notebooks, etc., and other educational material provided to students; and
 - (e) any other factor approved by the managing committee.

37. Limitation on entitlement of cost of capital to the eligible educational entity

No recognized school shall be permitted to transfer or provide for, on an annual cumulative basis, any sum which exceeds a cap of fifteen per cent per annum of the gross revenue or capital employed, whichever is higher, as the cost of capital to the eligible educational entity. Such amount shall be utilized by the eligible educational entities for creation of a development fund which shall be used for educational purposes including establishment of a new branch/school under the same management or for such purposes as permitted under the charter documents of the eligible educational entity including, inter alia, for capitalisation or distribution, in case such eligible educational entity is a company or a body corporate.

38. Computation of the average per capita increase in monthly salary

For the purposes of the first proviso to sub-section (1) of Section 13, the average per capita increase in monthly salary shall be the percentage difference between the average salary computed by dividing the sum total of salaries of the teaching staff by the total number of such teaching staff accounted for in a particular month of the current academic year with the similar number computed for the same month in the previous academic year.

39. Extraordinary increase in fee

- (1) The State Independent Schools Authority shall, through a notification, issue a guidance on the revision of fee in the following instances:-
 - (a) implementation of pay commission reports;

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- (b) revision or introduction of a tax regime;
 - (c) revision in minimum wages;
 - (d) any other instances as it may deem fit.
- (2) Such a notification shall ordinarily be issued within one month of occurrence of an event mentioned in sub-rule (1) above.

40. Functions and Procedure of the Zonal Fee Committee

- (1) The proposal for the increase in fee by the managing committee shall be submitted at least six months before the commencement of the academic session, in Form [*form number*], along with an application fee of [*insert amount*]. The Zonal Fee Committee shall issue a receipt within two days of the submission of the proposal, acknowledging such submission.
- (2) The Zonal Fee Committee shall not later than thirty days from the date of receipt of a proposal, convene a meeting to consider the proposal.
- (3) The meeting of the Zonal Fee Committee shall be conducted only if at least fifty percent of the members of the total strength are present, including its Chairperson. No business shall be transacted in the meeting unless there is a quorum. In the absence of the quorum, the meeting shall stand adjourned to the same day in the next week.
- (4) Upon scrutiny of the proposal, the Zonal Fee Committee may issue directions in writing, to the managing committee, seeking additional documents or information. The managing committee shall provide such documents/information within seven days of receipt of such directions from the Zonal Fee Committee.
- (5) The Zonal Fee Committee shall scrutinise the proposal and additional documents or information received, if any.
- (6) The Zonal Fee Committee shall, no later than thirty days from the date of receipt of the application or the receipt of additional information or documents, whichever is later, by a written order, accept or reject the proposal, or prescribe such percentage increase in fees as it may deem fit, not being less than the permitted fee increase under Section 13.
- (7) The Zonal Fee Committee may formulate additional rules to govern its procedure for discharge of its functions.

41. Procedure of the State Independent Schools Authority

- (1) A managing committee aggrieved by the order of the Zonal Fee Committee, may prefer an appeal to the State Independent Schools Authority in Form [*form number*], accompanied by :
 - (a) a copy of the fee proposal submitted to the Zonal Fee Committee, along with the acknowledgment receipt issued to the managing committee by the Zonal Fee Committee;

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- (b) a certified copy of the order of refusal;
 - (c) an application fee of INR. [*insert amount*];
 - (d) a statement containing the grounds of appeal and full facts of the case; and
 - (e) other appropriate supporting documents, if any.
- (2) Upon filing of the appeal, the State Independent Schools Authority shall, within fifteen days, call for the relevant records from the Zonal Fee Committee pertaining to the refusal of the appellant's fee proposal.
- (3) The State Independent Schools Authority upon scrutiny of the appeal and the records obtained in (2) above, may seek additional information or documents and set a date for hearing of the appeal.
- (4) Upon conclusion of the hearing(s), the State Independent Schools Authority may, by a written order, confirm or reverse an order appealed against or prescribe such percentage increase in fees as it may deem fit, not being less than the permitted fee increase under Section 13.
- (5) The State Independent Schools Authority may formulate additional rules to govern its procedure for discharge of its functions.

42. Salaries and allowances of Chairperson and members of the Zonal Fee Committee and State Independent Schools Authority

The salaries and allowances of the Chairperson(s) and members of the Zonal Fee Committee and State Independent Schools Authority shall be fixed by the Government, by an order issued in this behalf from time to time.

43. Refund of fee, deposits and other charges in certain cases

- (1) In case of withdrawal of student from the recognised school, the parent shall provide a notice, in writing, at least 90 days prior to the proposed date of withdrawal.
- (2) Upon receipt of such withdrawal notice under sub-section (1), the recognised school shall, within 60 days from the date of withdrawal, refund the composite annual school fee and refundable security deposit or caution money on a pro rata basis for such quarters in which the child has not attended school for more than seven working days.

Provided that any pending payments, charges or fee shall be adjusted from the refundable fee and/or security deposit/caution money.

- (3) The refund of the admission, prospectus or registration fees shall be in terms of the admission policy formulated by the recognised school.

CHAPTER V – TEACHING AND NON-TEACHING STAFF

44. Teacher eligibility tests

- (1) The State shall ensure that a teacher eligibility test, in accordance with the guidelines framed by the National Council for Teacher Education, is conducted atleast [●] times every year.
- (2) A recognised school shall ensure that prior to their appointment and thereafter every [●] years, its teachers should have qualified the teacher eligibility test conducted by the State.

Provided, in case a teacher in an existing school has not qualified the test, the recognised school shall ensure that such teacher takes the test within two years of the commencement of this Code, or the next test.

45. Minimum qualifications for teaching and non-teaching staff

- (1) Subject to Rule 44 and until separate guidelines specifying the minimum qualifications of teaching and non-teaching staff of each level (pre-primary, primary, middle school, secondary and senior-secondary), are notified by the Government, the minimum qualifications for employment as a teacher, in a recognised school, shall not be lower than those specified by the Affiliating Board:

Provided further, that the managing committee of such school may specify qualifications higher than or in addition to, those specified by the Affiliating Board or the Government, as the case may be, but no such higher or additional qualification shall be specified in relation to a teacher who is already serving an existing school.

- (2) Subject to employment of the minimum number of teachers prescribed by the Affiliating Board and sub-rule (1), a recognised school shall have the liberty to additionally engage teaching or non-teaching staff who are experts with considerable experience in their respective fields, with no teaching qualifications. The recognised school shall initially appoint them as trainee teachers and consequently, shall make appropriate arrangements for providing training facilities and encouraging them to earn a teaching qualification.

Provided that, in due course such experts shall qualify the teacher eligibility test as requisite in terms of Rule 44.

46. Annual appraisal of teaching staff

- (1) Every recognised school shall ensure that it implements a formal teacher performance appraisal system for its teaching staff.
- (2) Every teacher of a recognised school must undergo an annual appraisal, prior to any annual revision in salaries.

47. Code of Conduct for teaching staff

The code of conduct for the teachers of a recognised school shall be as per Appendix II.

48. Code of Conduct for non-teaching staff

The Code of Conduct specified for teachers shall, so far as may be, apply to non-teaching staff of a recognised school.

49. Contract of service

Every contract of service entered into by the recognised school with the teaching or non-teaching staff shall, *inter alia*, provide for the following matters:

- (a) the terms and conditions of service, including the scale of pay and other allowances to which he/she shall be entitled to;
- (b) the requirement for the teachers to attend a certification course, as part of their skill development programme, which shall also be taken into as consideration while determining their scale of pay and other allowances;
- (c) the leave of absence, age of retirement, contributory provident fund or any other benefits to which he/she shall be entitled to;
- (d) the penalties which may be imposed for the violation of any code of conduct or the breach of any term of the contract entered into by him/her;
- (e) the manner in which disciplinary proceedings, if any, shall be conducted and the procedure which shall be followed for dismissal, removal from service, or reduction in rank;
- (f) dispute resolution process for any dispute arising out of any breach of contract with regard to:
 - (i) pay and other allowances;
 - (ii) leave of absence, age of retirement, contributory provident fund and other benefits; and
 - (iii) any disciplinary action leading to the dismissal or removal from service or reduction in rank.
- (g) any other matter which in the opinion of the managing committee, ought to be, or may be specified in such contract.

CHAPTER VI – CONTRAVENTION AND PENALTIES

50. Redressal of Complaints

- (1) Any person may file a complaint, in writing, with the appropriate authority, regarding the violation of any provisions of the Code or these Rules, or regarding the failure to comply with any directions issued under the Code or the norms or standards or terms and conditions, if any, stipulated by the Government, from time to time.
- (2) The appropriate authority shall, within seven days of receipt of such complaint, in writing, inform the recognised school of such a complaint against it to file a response.
- (3) The recognised school shall file its response within fifteen days of the receipt of communication from the appropriate authority, along with any supporting information or documents.
- (4) Upon filing of the response by the recognised school, the appropriate authority shall scrutinise the complaint, and may seek additional information, documents or records pertaining to the said complaint within [*insert the number of days*] days and set a date for hearing of the complaint.
- (5) Upon conclusion of the hearing(s), the appropriate authority may, by a written order :
 - (a) issue directions for rectification of defect/deficiencies complained of;
or
 - (b) dismiss the complaint, stating reasons.
- (6) Upon dissatisfaction with the decision of the appropriate authority in terms of sub-rule (5) above, the aggrieved may prefer an appeal to the prescribed authority, within [*insert the number of days*] days of the appropriate authority's order, in Form [*form number*], accompanied by :
 - (a) a copy of the complaint submitted to the appropriate authority;
 - (b) a certified copy of the order passed under sub-rule (5);
 - (c) an application fee of INR. [*insert amount*];
 - (d) a statement containing the grounds of appeal and full facts of the case; and
 - (e) other supporting documents, if any.
- (7) Upon filing of the appeal, the prescribed authority shall, within thirty days, call for the relevant records from the appropriate authority.
- (8) The prescribed authority, upon scrutiny of the appeal and the records obtained in sub-rule (7) above, may seek additional information or documents and set a date for hearing of the appeal.
- (9) Upon conclusion of the hearing(s), the prescribed authority may, by a written order:
 - (a) direct the appropriate authority to reverse the order granted by it; or

- (b) modify the order given by the appropriate authority; or
 - (c) dismiss the appeal, stating reasons.
- (10) In case of non-compliance with directions of the prescribed authority, the appropriate authority shall impose penalties as laid down under the Code.

CHAPTER VII – MISCELLANEOUS

51. Change in control of the recognised school

- (1) No transfer of a recognised school from one eligible educational entity to another eligible educational entity, or change in the composition of the eligible educational entity, resulting in an adverse effect on the working of such recognised school, shall be made except with the prior permission in writing from the appropriate authority. No permission shall be refused if the same is in the interests of providing good education and facilities to the students or due to the stressed financial condition of the eligible educational entity.
- (2) The managing committee of a recognised school shall make an application in Form [*form number*], expressing its intention and reasons for transfer/change in control. Such application shall be made to the appropriate authority, along with a fee of [*such amount as may be specified by the State*] rupees and along with supporting documents or information including, *inter alia*, details of the eligible educational entity to which the recognised school is being transferred and if it runs any other recognised school or educational institutions, and details of such recognised school or institutions.
- (3) No such change shall be permitted, if the same is sought with commercial motives.
- (4) The appropriate authority shall, within thirty days of receipt of the application made under sub-rule (2) above, provide its response in writing. In case the permission for change in control of the recognised school is not granted, the appropriate authority must provide reasons for such refusal.
- (5) Upon grant of permission, the appropriate authority shall endorse the change, in its records and in the original recognition certificate.
- (6) The eligible educational entity to which the recognised school is being transferred should comply with the provisions of the Code and these Rules and should possess the requisite financial capability to operate and manage the recognised school.
- (7) The eligible educational entity or the management taking control over the recognised school shall take control of the recognised school:
 - (a) ensuring that the conditions of service of the teaching and non-teaching staff shall not be less favourable than their existing conditions of service;
 - (b) ensuring continuity of service of the teaching and non-teaching staff; and
 - (c) ensuring that the overall operations and management of the school are not against the interests of the students and staff.

52. Delegation of Powers

- (1) The Government may delegate all or any of its powers, duties and functions under the Code to the appropriate authority or any other officer.
- (2) Every person to whom any power is delegated under sub-rule (1) may, exercise that power in the same manner and with such effect, as if such power had been conferred on him directly by the Code and not by way of delegation.

53. Government to notify authorities for the purposes of the Code and these Rules

Unless otherwise specified in the Code or these Rules, the Government shall, by notification in the Official Gazette, appoint the appropriate authority, prescribed authority and any other authority required for carrying out all or any of the purposes of the Code.

Appendix - I

Code of Conduct for Students

The code of conduct for the students of a recognised school shall include, *inter alia*, the following:

(a) The students shall:

- treat the school staff with respect at all times and be courteous to their fellow students.
- refrain from damaging any form of school property. The school reserves the right to be compensated by the student for any such damage.
- refrain from littering and shall keep the school premises clean.
- not indulge in unacceptable behaviour, including but not limited to, irregular attendance, academic dishonesty, neglect of homework, disruptive behaviour, loitering and disrespectful behaviour towards staff or fellow students.
- not use foul or offensive language.
- not miss classes while in school and will not leave the school campus during school hours without the prior permission of the head of the school.
- shall not indulge in any of the forbidden practices such as smoking, possession/consumption of drugs/alcohol, gambling, rowdiness and rude behaviour, use of violence in any form, carrying any weapons, etc. or such forbidden practices as per directions issued by the appropriate authority from time to time.

(b) The school may, in dealing with violation of the Code of Conduct by students, adopt any of the following disciplinary measures :

- detention only during the break;
- expulsion and rustication for grave violations in case of students who have attained the age of [*insert number of years*] years;
- fine, in cases of late attendance, absence from class without proper application from the parent or duly appointed legal guardian, truancy, wilful damage to school property or delay in payment of school fees and dues.
- At all times such action by the school shall aim at bringing positive change in the student.

Appendix - II

Code of Conduct for teaching staff

(1) The code of conduct for the teachers of a recognised school shall include, *inter alia*, the following:

(a) No teacher shall:

- i. knowingly or wilfully neglect his/her duties;
- ii. propagate through his/her teaching lessons or otherwise, a communal or a sectarian outlook, or incite or allow any student to indulge in a communal or a sectarian activity;
- iii. discriminate against any student on the grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- iv. indulge in, or encourage, any form of malpractice connected with examination or any other school activity;
- v. make any sustained neglect in correcting class work or home work done by students;
- vi. while being present in the school, absent himself/herself (except with the previous permission of the head of the school) from the class which he/she is required to attend;
- vii. remain absent from the school without leave or without the prior permission of the head of the school;
Provided that, where such absence without leave or without the previous permission of the head of the school is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if, on return to duty, the teacher has applied for and obtained ex post facto, the necessary sanction for the leave.
- viii. accept any job of a remunerative character from any source other than the school or given private tuition to any student;
- ix. prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication, without the written permission of the head of the school;
- x. engage himself/herself as a selling agent or canvasser for any publishing firm or trader;
- xi. enter into any monetary transactions with any student or parent; nor shall he/she exploit his/her influence for personal ends;
- xii. bring or attempt to bring, any political or outside pressure on his/her superior authority;
- xiii. cause, or incite any other person to cause, any damage to school property;

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- xiv. behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises;
 - xv. be guilty of, or encourage, violence, or any conduct which involves moral turpitude;
 - xvi. be guilty of misbehaviour or cruelty towards any parent, duly appointed legal guardian, student, teacher or other employee of the school; or
 - xvii. organise or attend any meeting during the school hours except where he/she is required, or permitted by the head of the school to do so.
- (b) every teacher shall:
- i. be punctual in attendance and in respect of his/her class-work and also in respect of any other work connected with the duties assigned to him/her by the head of the school;
 - ii. abide by the rules and regulations of the school and show due respect to the constituted authority;
 - iii. shall attend training programmes conducted by the school in terms of his/her contract of service.
- (2) A teacher employed in a recognised school who becomes involved in a criminal proceeding, shall inform the managing committee of such proceedings;
- (3) Nothing contained in sub-rule (1) shall be deemed to take away or abridge the right of a teacher:
- (a) to appear at any examination to improve his/her qualifications;
 - (b) to become, or to continue to be, a member of any literary, scientific or professional organisation;
 - (c) to make any representation for the redressal of any bona fide grievance, subject to the condition that such representation is not made in any rude or indecorous language; and
 - (d) to organise or attend any meeting outside the school hours, subject to the condition that such meeting is held outside the school premises.
- (4) In the interest of the students, and to avoid any disruption in the academic programme of the students owing to any mid-term resignation of the teachers, an adequate notice period shall be provided by such teachers. The breach of any condition specified in sub-rule (1) shall be deemed to be a breach of the Code of Conduct for teaching staff.