

# **THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION**

## **Rules (Tripura) 2011**

# **NOTIFICATION**

## **PART – 1 – PRELIMINARY**

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 State Government hereby makes the following rules, namely: -

### **Short title, extent and commencement: -**

- 1.(1) These Rules may be called the Right of Children to Free and Compulsory Education Rules (Tripura) 2011.
- (2) They shall come into force from the date notified by the Government of Tripura in the Official Gazette.

### **Definitions: -**

- 2.(1). In these rules, unless the context otherwise requires: -
  - (a). “Act” means the Right of Children to Free and Compulsory Education Act, 2009. (35 of 2009)
  - (b). “Anganwadi” means an Anganwadi Centre established under the Integrated Child Development Services Scheme of the Ministry of Women and Child Development of the Government of India.
  - (c). “Appointed date” means the date on which these rules come into force, as notified in the Official Gazette.
  - (d). “Academic Authority” means an institution constituted and vested with the power by the State Govt .for preparing curriculum, syllabus and evaluation methods under section 29 of the Act.
  - (e). “Chapter”, “Section” and “Schedule” mean Chapter, Section, and Schedule of the Act, respectively.
  - (f). “DEO” means the “District Education Officer” of the respective district.
  - (g). “District Institute of Education and Training” (DIET), “Block Resource Centre” (BRC) and “Cluster Resource Centre” (CRC) mean the institutions which impart training and academic support to elementary school teachers in the district, block and cluster level.
  - (h). “Head Teacher” means Headmaster, Assistant Headmaster or Teacher-in-Charge of the school by whatever name called.

- (i) "I/S" means Inspector of Schools of the respective block of the State.
  - (j) "Neighbourhood", subject to the provisions of part IV of these rules, shall mean a ward for an area under the Agartala Municipal Council or any Nagar Panchayat, or any Gram Panchayat or village of TTAADC or part thereof in a rural area as may be notified by the State Government from time to time under Section 6 of the Act.
  - (k). "Pupil Progress Report" means record of the progress of the child based on comprehensive and continuous evaluation.
  - (l). "REPA" means Right to Education Protection Authority.
  - (m). "School mapping" means planning for location of schools for the purpose of section 6 of the Act to overcome social barriers and geographical distance.
  - (n). "Walking distance" means the distance covered by a child from habitation to the school.
- (2). All reference to "forms" in these Rules shall be construed as references to forms set out in Appendix I hereto.
- (3). All other words and expressions used herein and not defined but defined in the Act, shall have the same meanings respectively assigned to them in the Act.

## **PART II –SCHOOL MANAGEMENT COMMITTEE**

### **Composition and functions of the School Management Committee for the purposes of section 21**

3.(1) There shall be a School Management Committee (hereinafter referred to as the committee) in every school other than an unaided school, to be constituted within a period of six months from the date of notification of rules, which shall be reconstituted every three years.

(2) The committee shall consist of a minimum of 12 (twelve) members excluding the member convener and the number of members in the committee shall in no case exceed 24 (twenty four). The composition of the committee shall be as under: -

Seventy five percent of the members of the School Management Committee shall be from amongst parents or guardians of children. As far as practicable, proportionate representation shall be given to the parents of the students belonging to weaker sections and disadvantaged groups.

The remaining twenty five percent of the strength of the Committee shall be from amongst the following persons.

- a). One third members from amongst the elected members of the Local Authority, to be decided by the Local Authority;
- b). One third members from amongst teachers from the school, to be selected by the teachers of the school;
- c). Remaining one third from amongst students in the school, to be selected by the parents in the Committee.

**(3).** To manage its affairs, the School Management Committee shall elect a Chairperson and Vice- Chairperson from among the parent members. The Headmaster of the school or in his absence the senior most teacher of the school nominated by the Inspector of Schools, shall be the ex-officio Member- Convener of the School Management Committee .The School Management Committee shall meet at least once in a period of 02 months and the minutes and decisions of the meeting shall be properly recorded and made available to the public.

**(4).** The School Management Committee shall, in addition to the functions specified in clause (a) to (d) of Section 21(2) of the Act, perform the following functions, for which it may constitute smaller working groups from amongst its Members:

- (a).** Communicate in simple and creative ways to the population in the neighborhood of the school, the rights of the children as enunciated in the Act; and also the duties of the State Government, Local Authority, schools, parent and guardians;
- b).** Ensure the implementation of clauses (a) and (e) of section 24 and section 28;
- c).** Monitor that teachers are not burdened with non-academic duties other than those specified in section 27;
- d).** Ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
- e).** Monitor the maintenance of the norms and standards prescribed in the Schedule;
- f).** Bring to the notice of the Local Authority any deviation from the rights of the children, in particular mental and physical harassment of children, denial of admission, and timely provision of free entitlements as per section 3(2).
- g).** Identify the needs, prepare a plan, and monitor the implementation of the provisions of Section 4.
- h).** Monitor the identification and enrollment of students, and facilities for learning by disabled children, and ensure their participation in, and completion of elementary education.
- i).** Monitor the implementation of the Mid-Day Meal in the school.

- j). Prepare an annual account of receipts and expenditure of the school.
- (5). Any money received by the School Management Committee for the discharge of its functions under this Act, shall be kept in a separate account, to be made available for audit every year.
- (6). The accounts referred to in clause (j) to sub-Rule (4) of Rule (3) should be signed by the Chairperson and Convener of the School Management Committee and made available to the Local Authority within one month of their preparation.

**Preparation of School Development Plan for the purpose of section 22**

- 4.(1) The School Management Committee shall prepare a School Development Plan at least three months before the end of the financial year in which it is first constituted under the Act.
- (2) The School Development Plan shall be a three year plan comprising three annual sub plans
- (3) The School Development Plan, shall contain the following details –
- a). Estimates of class –wise enrollment for each year;
  - b). Requirement, over the three year period, of the number of additional teachers, including Head Teachers, subject teachers and part time teachers, separately for Classes I to V and classes VI to VIII, calculated, with reference to the norms specified in the Schedule
  - c). Physical requirement of additional infrastructure and equipments over the three year period, calculated, with reference to the norms and standards specified in the Schedule
  - d). Additional financial requirement over the three years period, year- wise, in respect of (b) and (c) above, including additional requirement for providing special training facility specified in section 4, entitlements of children such as free text books and uniforms, and any other additional financial requirement for fulfilling the responsibilities of the school under the Act.
- (4). The School Development Plan should be signed by the Chairperson and Convener of the school Management Committee and submitted to the Local Authority before the end of the financial year in which it is to be prepared.

**PART III – RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION**  
**Special Training for the purpose of first proviso to section 4**

5. The School Management Committee either itself or with the Local Authority shall identify children requiring special training and organize such training in the following manner, namely:

- a). Ensure that every child of age of **six to fourteen** years are provided compulsory education in a “neighborhood recognized school” till the completion of elementary education, that includes education from class I to class VIII.
- b). The special training shall be based on specially designed, age appropriate learning material, approved by the Academic Authority specified in section 29 (1). The duration of the special training shall be for a minimum period of three months, which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.
- c). It shall be provided in classes held in the premises of the school, or through classes organized in safe residential facilities.
- d). It shall be provided by teachers working in the school, or by teachers specially appointed for the purpose.
- e). For special training syllabus curriculum and evaluation method may be framed by the academic authority for different stages like

(a). for class-I to III, b). Class – IV to V and c). Class- VI to VIII).

**TEACHERS**

**Salary and allowances and conditions of service of teachers for the purpose of section 23(3)**

6. The State Government or the Local Authority, as the case may be, shall from time to time determine conditions of service, salary and allowances of teachers in Govt. and Govt. aided schools.

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**Duties to be performed by teachers for the purpose of clause (f) to section 24(I)**

7.(1) In performance of the functions specified in sub-section(I) of section 24(I) and in order to fulfill the requirements of clause (h) of sub-section(2) of section 29 , the teacher shall maintain a file containing the pupil cumulative record for every child which will be the basis for the awarding the completion certificate specified in sub-section (2) of section 30.

(2) In addition to the functions specified in clauses (a) to (e) of sub-section (I) of section 24, a teacher may perform the following duties assigned to him or her, without interfering with regular teaching:

- a). Participation in training programmes.
- b) Participation in curriculum formulation, and development of syllabi, training modules and text book development;

**Grievance Redressal mechanism for teachers for the purposes of section 24 (3)**

8. (1) The School Management Committee constituted under section 21 shall be the first level of grievance redressal of teachers of schools specified therein.

(2) The State Government shall constitute School Tribunals at the State, District and Block levels, which would act as the grievance redressal mechanism for the teachers. Each tribunal shall consist of 3 members headed by a Chairman.

**Award of certificate for the purpose of section 30 (2)**

9. (1) The Certificate of completion of elementary education shall be issued in Form-III at the school level by the Head of the Institution within one month of completion of elementary education.

(2) The Certificate referred to in sub- rule (I) shall-

- a). Certify that the child has completed all courses of study prescribed under section 29.
- b). Contain the Pupil Progress Report of the child and also specify achievements of the child in areas of activities beyond the prescribed course of study.

**PART IV- DUTIES OF STATE GOVERNMENT, LOCAL AUTHORITY**

**Areas or limits for the purpose of section 6**

**10.(1)** The areas or limits of neighborhood within which a school has to be established by the State Government shall be as under-

- a). In respect of children in classes I-V, a school shall be established within a walking distance of one km of the neighborhood.
- b). In respect of children in classes VI – VIII a school shall be established within a walking distance of three kms of the neighborhood.

**(2).** Wherever required, the State Government shall upgrade existing schools with classes I-V to include classes VI-VIII. In respect of schools, which start from class VI onwards, the State Government shall endeavor to add classes I-V, wherever required.

**(3).** In areas with difficult terrain, risk of landslides, floods, lack of roads and in general, danger for young children in the approach from their homes to the school, the State Government /Local Authority shall locate the school in such a manner as to avoid such dangers, by relaxation of the limits specified under sub-rule (I).

**(4).** For children from small hamlets, as identified by the State Government or Local Authority, where no school exists within the area or limits of neighborhood specified under sub-rule (I) above, the State Government or Local Authority shall make adequate arrangements, and other facilities, for providing elementary education in a school, in relaxation of the limits specified under sub- Rule (I)

**(5).** In urban areas and areas with high population density, the State may consider establishment of more than one neighborhood school, having regard to the number of children in the age group of 6-14 years in such areas in consultation with the Local Authority. The IS shall notify the neighborhood schools(s) accordingly well in advance of admission process.

**(6).** The Local Authority shall identify the neighborhood school(s) where children can be admitted and make such information public for each habitation within its jurisdiction.

(7). In respect of children with disabilities which prevent them from access to the school, the State Government and Local Authority will endeavor to make appropriate arrangements for them to attend school and complete elementary education.

**Maintenance of records of children by Local Authority for the purpose of clause (d) of section 9**

**11.(1)** The Local Authority shall maintain a record of all children, in its jurisdiction, through a household survey, from their birth till they attain 14 years or complete the elementary education.

(2). The record, referred to in sub-Rule (I) , shall be updated every year.

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

(4). The record, referred to in sub-Rule (I) shall, in respect of every child, include

- a). Name, sex, date of birth, (Birth Certificate number), place of birth;
- b). Parents / guardians' names, address, occupation.
- c). Pre-primary school/ Anganwadi Centre 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 age 6-14), and if education is discontinued in the territorial jurisdiction of the Local Authority, the cause of such discontinuance;
- g). Whether the child belongs to the weaker section within the meaning of clause (e) of section 2 of the Act;
- h). Whether the child belongs to a disadvantaged group within the meaning of clause (d) of section 2 of the Act;
- i). Details of children requiring special facilities/ residential facilities on account of habitations in sparsely populated area.

(5). The Local Authority shall ensure that the names of all children enrolled in the schools under its jurisdiction are publicly displayed in each school.

(6). No school shall deny or delay issuing of the transfer certificate when requested by the parent or guardian of the child. The school shall not demand for payment of any kind of fee for issuing a transfer certificate, when the child leaves a school during the progress of the academic year.

**PART V-RESPONSIBILITIES OF SCHOOLS AND TEACHERS :-**

**Admission of children belonging to weaker section and disadvantaged group for the purpose of clause to section 12(I).**

**12.(a)(I)** The school referred to in clauses (iii) and (iv) of clause (n) of section 2 shall ensure that children admitted in pursuance of clause to section 12 (I) shall neither 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 school referred to in clauses (iii) and (iv) of clause (n) of section 2 shall ensure that children admitted in pursuance of clause to section 12 (I) shall not be discriminated from the rest of the children in any manner pertaining to entitlements and facilities such as text books and learning materials.

(3) The areas or limits of neighborhood specified in Rule 11(I) shall apply to admissions made in pursuance of clause (c) to section 12(I) to ensure the admission of minimum 25% from the weaker sections and disadvantaged groups.

(4) Before finalizing the process of admission as such, the school authority shall take up awareness programme in the locality concerned about the process of admission. The school authority shall also conduct household survey simultaneously and the admissions shall be made in such a manner that there is proportionate representation of the children belonging to weaker sections and disadvantaged groups as may be the population of the neighborhood.

(5) For the purpose of this rule, a child shall be deemed to belong to a 'Disadvantaged group' if:

- (a) the child belongs to the Schedule Caste;
- (b) the child belongs to the Schedule Tribe;
- (c) the child belongs to the Other Backward Classes;

(6) For the purpose of this rule, a child shall be deemed to belong to a 'Weaker Section' if either of the parents of the child have been duly recorded as a member belonging to Below Poverty Line (BPL) family duly listed by the appropriate Panchayat / Village Committee authorities in the rural areas and in the appropriate authorities in Municipal or Nagar Panchayet area.

(7) A child considered once to belong to weaker section and disadvantaged group, shall not cease to be considered till he /she completes his/her elementary education even his/her family income goes above the BPL criteria.

**Reimbursement of per- child expenditure by the State Government for the purpose of section 12(2)**

**12.(b)(1).** The total annual recurring expenditure incurred by the State Government, whether from its own funds, or funds provided by the Central Government or by any other authority, on elementary education in respect of all schools established, owned or controlled by it or by the Local Authority, divided by the total number of children enrolled in all such schools, shall be the per child expenditure incurred by the State Government

**2)** The reimbursement shall be made in the following manner:

i) A school envisaged in Section 2(n)(iv) of the said Act, entitled to reimbursement, shall notify at the start of each academic year and on completion of its admission process, the number of students in the school against whom the school is entitled to claim reimbursement;

ii) The State Government shall notify the amount to be reimbursed and the basis of fixation of such amount;

iii) The reimbursement shall be done by the District Education Officer of the concerned district as per monthly statements to be submitted by Schools as per the amount notified by the State Government as aforesaid.

**3)** Every school receiving such reimbursement shall maintain a separate account in respect of the amount so received by it. Its accounts shall be open to inspection by such officers of the State Government as may be authorized.

**Documents as age proof for the purpose of section 14**

**13.(1).** Wherever a birth certificate under the Births, Deaths and Marriages Registration Act, 1886 is not available, any one of the following documents shall be deemed to be proof of age of the child for the purposes of admission in schools-

- a). Hospital / Auxiliary Nurse and Midwife (ANM) Register Record
- b). Anganwadi Centre record.
- c). Declaration of the age of the child by the parent or guardian.

**(2).** While admitting 'hard-to-reach children' (like unaccompanied children, children who have no parents, etc.) the school at its own expense shall cause a medical examination of the child by a qualified Govt. doctor and make entry of the date of birth as certified by the doctor.

**Extended period for admission for the purpose of section 15**

14.(1).The academic session shall commence from 1<sup>st</sup> January every year and one month's time shall be allowed for taking admission in the school. But if admission is not completed during the period , the authority may extend the period of admission up to 6(six) months ending 30<sup>th</sup> June to cover non enrolled children, dropouts, hard to reach children and other out of school children.

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

(3). No child shall be denied admission to a school of his or her choice merely because it is not his or her "neighborhood school" if there exists vacancies in appropriate class after admission of children of the locality.

**Recognition of schools for the purpose of section 18 (I) & (II)**

15.(1) Every school, other than a school established, owned or controlled by the state Government or Local Authority, established before the commencement of this Act shall make a self declaration within a period of three months of the commencement of the Act , in Form No. 1 to the concerned District Education Officer regarding its compliance or otherwise with the norms and standards prescribed in the Schedule and the following conditions:

- a). 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;
- 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 building and its premises shall not be used during school hours and school working days for other purposes;
- e). The school is open to inspection by any officer authorized by the State Government / Local Authority;

- f). The School furnishes such reports and information as may be required by the Director of School Education / District Education Officer and other Authorities from time to time and complies with such instructions of the State Government / Local Authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;

(2) Every self declaration received in Form 1 shall be placed by the District Education Officer in public domain within fifteen days of its receipt.

(3) The District Education Officer shall conduct on – site inspection of such schools which claimed in Form No. 1 to fulfill the norms and standards and the conditions mentioned in sub-Rule (I) within three months of the receipt of the self declaration.

(4) After the inspection referred to in sub- Rule (3) is carried out, the inspection report shall be placed by the District Education Officer in public domain and schools found to be conforming to the norms, standards and the conditions, shall be granted recognition by the District Education Officer in Form No.2 within a period of 15 days from the date of inspection.

(5) Schools that do not conform to the norms, standards and conditions mentioned in sub rule (1) shall be listed by the District Education Officer through a public order to this effect.

(6) Schools which do not conform to the norms, standards and conditions mentioned in sub rule (1) after three years from the commencement of the Act, shall cease to function.

(7) Every school, other than a school established , owned or controlled by the State Government or Local Authority established after the commencement of this Act shall conform to the norms and standards and conditions mentioned in sub- Rule (1) in order to qualify for recognition .

**Withdrawal of recognition to schools for the purpose of sections 18 (3) and 12 (3)**

16. (1). Where the District Education Officer on his / her 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 15, has violated one or more of the conditions for grant of recognition or has failed to fulfill the norms and standards prescribed in the schedule , he/she shall act in the following manner:

- (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 time period , the District Education Officer may cause an inspection of the school, to be conducted by a Committee of three to five members comprising of educationists ,civil society representatives, media , and government representative , which shall make due inquiry and submit its report, along with its recommendations for continuation of recognition or its withdrawal , to the District Education Officer .
- (c) The District Education Officer shall forward the Report of the Committee, along with his/her comments, to the State Commission for Protection of Child Rights or Right to Education protection Authority with a copy to the State Education Department.

**Provided that the adequate opportunity of personal hearing shall be given to the authority of school concerned.**

(2) The State Commission for Protection of Child Rights or the Right to Education Protection Authority , as the case may be , shall, after seeking explanation from the concerned school and after due examination, prepare and send its recommendations to the State Education Department .

(3) The State Education Department, shall, on the basis of the recommendations referred to in sub –Rule (2) convey its decision to the District Education Officer.

(4) The District Education Officer shall, on the basis of the decision of the State Education Department, pass an order canceling the recognition granted to the school. The order of de-recognition shall be operative from the immediately succeeding academic year and shall specify the neighborhood schools to which the children of the de- recognized school shall be admitted.

**PART VI-PROTECTION OF RITHT OF CHILDREN**

**Performance of functions by the State Commission for Protection of Child Rights/Right to Education Protection Authority (REPA), for the purposes of section 31**

17. (1). Pending constitution of the Tripura State Commission for Protection of Child Rights, Right to Education Protection Authority (REPA) shall perform the duties entrusted to the commission under the Act.

(2). The Right to Education Protection Authority (REPA) shall consist of three members including the Chairperson who should be an eminent educationist with a background of working in the field of promoting the rights of the children or was a High Court Judge

(3). The remaining two members shall be eminent persons with integrity, ability and experience either in the field of elementary education, child health, child psychology or sociology, child development, child labour or juvenile justice.

(4). Out of the three members, at least one shall be a woman.

(5). The salary, allowances and other facilities to be provided to the Chairperson and the members of the Authority shall be decided by the State Government.

(6). The REPA shall enjoy all powers of the State Commission under the Commission for Protection of Child Rights Act 2005 & rules framed there under.

(7). On constitution of the State Commission, all assets, records of REPA shall be transferred to the State Commission & the REPA shall be dissolved

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

**18.(1)** The Commission or REPA as the case may be shall set up a child help line, accessible by SMS , telephone and letter ,which would act as the forum for aggrieved child/guardian to register complaint regarding violation of rights under the Act, in a manner that records her identity but does not disclose it;

(2) All complaints to the help line should be monitored through a transparent 'alert and action' online mechanism by the State Commission for Protection of Child Rights,

**State Advisory Council for the purpose of Section 34**

**19.(1)** The Tripura State Advisory Council shall consist of a Chairperson and fourteen Members.

(2) The Minister in-charge of elementary education in the State Govt.. shall be the ex-officio Chairperson of the Council.

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

(a) Four members should be from amongst persons belonging to SCs STs and Minorities.

- (b) One member should be from amongst persons having specialized knowledge and practical experience of education of children with special needs
- (c) One member should be from amongst persons having specialized knowledge in the field of pre- primary education
- (d) One member should be from amongst persons having specialized knowledge and practical experience in the field of teacher education.
- (e) Secretary in-charge of School Education Department, Government of Tripura
- (f) Director of School Education Government of Tripura
- (g) Director, State Council for Technical Education
- (h) SPD, SSA Rajya Mission
- (i) Two representatives should be from Teachers.
- (j) One representative of Law Department.

4). The Council shall meet regularly at such time as the Chairperson thinks fit but three months shall not intervene between its last and the next meeting.

5). The meeting of the Council shall be presided over by the Chairperson. If for any reason the Chairperson is unable to attend the meeting of the council, he may nominate a member of the Council to preside over such meeting. Quorum of the meeting of the Council shall be considered complete if at least 50% of its members are present.

6). The non official members of the Council may be paid such honorarium or sitting allowances as may be fixed by the State Government.

7). The term of State Advisory Council shall be for three years.

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**FORM 1**  
**SELF-DECLARATION CUM APPLICATION**  
**FOR GRANT OF RECOGNITION OF SCHOOL**

See sub rule (1) of Rule 15 of the  
**Right of children to Free and compulsory Education Rules (Tripura), 2011**

To  
The District Education Officer  
(Name of District & State)

Sir,

I forward herewith with a self declaration regarding compliance with the norms and standards; prescribed in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and an application in the prescribed proforma for the grant of recognition to ..... (Name of the School)..... with effect from the commencement of the school year 20.....

Enclosure :

Place :

Date :

Yours faithfully,

**Chairman of School Management Committee**

<b>A. School Details.</b>		
1.	Name of school	
2.	Academic Session	
3.	District	
4.	Postal Address	
5.	Village/City	
6.	Tahsil	
7.	Pin code	
8.	Phone No with STD Code	
9.	Fax No.	
10.	E-mail address if any	
11.	Nearest Police Station.	
12.	Details land particulars - area, ownership, classification,	

<b>B. General information</b>		
1.	Year of Foundation	
2.	Date of First Opening of School	
3.	Name of Trust/Society Managing Committee	
4.	Whether Trust/Society/ Managing Committee/is registered.	
5.	Period up to which Registration of Trust/Society/Managing committee is valid.	
6.	Whether there is a proof on non-proprietary character of the Trust / Society / Managing Committee supported by the list of members with their address on an affidavit in copy.	
7.	Name & official address of the Manager / President / Chairman of the School	
	Name	
	Designation	
	Address	

	Phone			(O) .....
				(R).....
8.	Total Income & Expenditure during last 3 years surplus/deficit			
	Year	income	Expenditure	Surplus/deficit

<b>C. Nature and area of School;</b>	
1.	Medium of Instruction
2.	Type of School ( Specify entry & exit classes)
3.	If aided, the name of agency and percentage of aid
4.	If School Recognized
5.	If so, by which authority * Recognition number.
6.	Does the school has its own building or is it running in a rented building.
7.	Whether the school building or other structures or the grounds are used during the day or night for commercial or residential purpose (except for the purpose of residence of any employee of the school) or for political or non – educational activity of any kind whatsoever?
8.	Total area of the school
9.	Built in area of the school

<b>D. Enrollment Status</b>						
	Class	No. of Section	No. of Students			
			SC	ST	OBC	RM
1.	Pre-primary					
2.	I-V					
3.	VI – VIII					

<b>E. Infrastructure Details &amp; Sanitary Conditions</b>			
	Room	Numbers	Average Size
1.	Classroom		
2.	Office room-cum-store- Room-Cum-Headmaster Room		
3.	Kitchen-Cum-Store		

<b>F. Other Facilities</b>	
1.	Whether all facilities have barrier free access
2.	Teaching Learning Material(attach list)
3.	Sports & play equipments (attach list)
4.	Facility books in Library * Books (No. of books) * Periodical/ Newspapers
5.	Type and number of drinking water facility
6	Sanitary conditions
	i). Type fo W.C& Urinals
	ii) Number of Urinals/Lavatories Separately for Boys.
	iii). Number of Urinals/Lavatories Separately for Girls.

<b>G. Particulars of Teaching Staff</b>			
1. Teaching in Primary/Upper Primary exclusively(details of each teacher separately)			
	Teacher name (1)	Father /Spouse Name (2)	Date of Birth (3)

	Academic Qualification (4)	Professional Qualifications (5)	Reaching Experience (6)
	Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)
<b>2. Teaching in Both Elementary and Secondary ( details of each teacher separately)</b>			
	Teacher Name (1)	Father /Spouse Name (2)	Date of Birth (3)
	Academic Qualification (4)	Professional Qualifications (5)	Teaching Experience (6)
	Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)
<b>3. Head Teacher</b>			
	Teacher Name (1)	Father /Spouse Name (2)	Date of Birth (3)
	Academic Qualification (4)	Professional Qualification (5)	Teacher Experience (6)
	Class /Assigned (7)	Appointment Date (8)	Trained or Untrained (9)

<b>H. Curriculum and Syllabus</b>		
1.	Details of curriculum & syllabus followed in each class (up to VIII)	
2.	System of Pupil Assessment	
3.	Whether pupils of the school are required to take any Board exam up to class 8?	

**I.** Certified that the School has also submitted information in the Data Capture Format of District Information System of Education with this application.

**J.** Certified that the School is open to inspection by any officer authorized by the appropriate authority;

**K.** Certified that the school undertakes to furnish such reports and information as may be required by the District Education Officer from time to time and complies with such instructions of the appropriate authority or the District Education Officer as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;

**L.** Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any officer authorized by the District Education Officer or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the Central and / or State Government / Local Body or the Administration to discharge its or his obligations to Parliament / Legislative Assembly of the state / Panchayat / Municipal Corporation as the case may be.

Yours faithfully,

**Chairman of School Management Committee**

Place : \_\_\_\_\_ School .

Date :

## Form II

Gram:

Phone:

E- Mail:

Fax:

OFFICE OF DISTRICT EDUCATION OFFICER

(Name of District / State)

No.

Dated:

Headmaster/ Principal

**Sub : Recognition Certificate for the School under sub-rule (4) of rule 15 of Right of Children to Free and Compulsory Education Rules (Tripura), 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 provisional recognition to the \_\_\_\_\_ (name of the school with address) for Class \_\_\_\_\_ to Class \_\_\_\_\_ for a period of three years w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

**The above sanction is subject to fulfillment of following conditions:-**

- 1) The grant for recognition is not extendable and does not in any way imply any obligation to recognize / affiliation beyond Class VIII.
- 2) The School shall abide by the provisions of Right of Children to Free and Compulsory Education Act, 2009 (Annexure I) and the Right of Children to Free and Compulsory Education Rules (Tripura), 2011 (Annexure II).
- 3) The School shall admit in class I, to the extent of 25 % of the strength of that class, children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion.
- 4) For the Children referred to in paragraph 3, the school shall be reimbursed as per Section 12 (2) of the Act. To receive such reimbursements school shall provide a separate bank account.
- 5) The Society / School shall not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
- 6) The School shall not deny admission to any child for lack of age proof .If such admission is sought subsequent to the extended provided prescribed for admission. On the ground of religion, caste or race, place of birth or any of them.
- 7) One representative of the School Education Department shall have to be included in the School Management Committee.
- 8) **The School shall ensure:**
  - i) No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school
  - ii) No child shall be subject to physical punishment or mental harassment;
  - iii) No child is required to pass any board examination till the completion of elementary education
  - iv) Every child completing elementary education shall be awarded a certificate as laid down under Rule 9.
  - v) Inclusion of Students with disabilities / special needs as per provision of the Act.
  - vi) The teachers are recruited with minimum qualification as laid under section 23 (1) of the Act. Provided further that the current teachers who, at the commencement of this Act do not possess minimum qualifications shall acquire such minimum qualifications with in a period of 5 years.
  - vii) The teacher performs its duties specified under section 24 (1) of the Act and
  - viii) The teachers shall not engage himself or herself for private teaching activities.
- 9) The School shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
- 10) The School shall enroll students proportionate to the facilities available in the school as prescribed in the section 19 of the Act.

- 11) The School shall maintain the standards and norms of the school as specified in section 19 of the Act. The facilities reported at the time of last inspection are as given under :-
  - Area of school campus :-
  - Total built up area :-
  - Area of play ground :-
  - No. of class rooms :-
  - Room for Headmaster – cum- Office –cum- Storeroom :-
  - Separate toilet for boys and girls :-
  - Drinking Water Facility :-
  - Kitchen for cooking Mid Day Meal :-
  - Barrier free Access :-
  - Availability of Teaching Learning Material / Play Sports Equipments / Library
- 12) No Unrecognized classes shall run within the premises of the school or outside in the same name of school.
- 13) The school buildings or other structures or the grounds are not used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non- educational activity of any kind whatsoever;
- 14) The School is run by a society registered under the Societies Registration Act, 1860 (21of 1860) , or a public trust constituted under any law for the time being in force ;
- 15) The School is not run for profit to any individual, group or association of individuals or any other persons;
- 16) The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the DEO every year.
- 17) The recognition Code Number allotted to your school is \_\_\_\_\_. This may please be noted and quoted for any correspondence with this office .
- 18) The School furnishes such reports and information as may be required by the Director of Education / District Education Officer from time to time and complies with such instructions of the State Government / Local Authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;
- 19) Renewal of Registration of Society if any , be ensured .

Yours faithfully,

District Education Officer

FORM - III

**CERTIFICATE OF ELEMENTARY SCHOOL EDUCATION**

[See Rule 9 of the Right of children to Free and compulsory Education Rules (Tripura), 2011]

This is to certify that .....  
S/o / D/o Ward of Sri/Smt. ....  
..... (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 Progress Report is attached. He/She has proven ability in  
.....

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

Head of the Institution

Place :

Date :

Official Seal: